

# Rules for certification of microgeneration installers



## Introduction

NAPIT operate the Microgeneration Certification Scheme under license. The main scheme requirements are documented in document MCS 001 "Installer certification scheme requirements". The scope of the scheme includes the supply, design, installation, set to work and commissioning and handover of the following microgeneration technologies against Microgeneration Installation Standards (MIS):

*solar heating (to MIS 3001), solar voltaic (pv) (to MIS 3002), micro and small wind turbines (to MIS 3003), solid biofuel heating (MIS 3004) and heat pumps (to MIS 3005)*

The current versions of scheme and technical standards are published on the website [www.microgenerationcertification.com](http://www.microgenerationcertification.com) or can be obtained by contacting NAPIT.

## 1. Application for certification

- 1.1 Application for certification must be made by submitting a fully completed and signed application form MCS/APL/0010
- 1.2 Fees must be paid as required by the fee sheet MCS/SCH/0020
- 1.3 Applications will be reviewed and may be declined prior to assessment in which case NAPIT will inform the applicant of the reasons.

## 2. Assessment

- 2.1 The assessment will be conducted in accordance with the standard MCS 001 section 5.
- 2.2 Assessment will cover both office management system and on site work, which may be in progress or may have been completed prior to assessment.
- 2.3 The duration of assessments will depend on the number of technologies applied for and the sites required to be visited to acquire sufficient evidence of compliance.
- 2.4 If non-conformities are found during assessment further visits may be required to clear them unless they are of a nature that can be addressed by correspondence.
- 2.5 An assessment may result in a recommendation to certificate, but this recommendation is always subject to independent review and a certification decision.

## 3. Certification & Listing

- 3.1 Certification and listing will be provided in accordance with the standard MCS 001 section 6.
- 3.2 Certification will be demonstrated by the issue of a NAPIT certificate indicating the scope of approval and the expiry date of the certification.
- 3.3 Listing will be on the national website [www.microgenerationcertification.org](http://www.microgenerationcertification.org) and NAPIT will provide details to the site administrator to enable this.

## 4. Maintaining Certification

- 4.1 Continuing certification is subject to satisfactory surveillance assessments which are conducted in accordance with the standard MCS 001 section 5.4 (which also covers circumstances under which additional surveillance may be required at the certificate holder's cost).
- 4.2 NAPIT will issue new certificates on the expiry of certification subject to payment and ongoing surveillance.

## 5. Ending Certification

- 5.1 Certification may end by the failure of a certificate holder to pay any fees arising, by the certificate holder voluntarily withdrawing from the scheme, or as a result of non-conformities being identified during surveillance assessments or via the investigation of complaints. Certification may end in the event that the Terms and Conditions in clause 7 are not fulfilled.
- 5.2 If the ending of certification is as a result of a decision by NAPIT, the certificate holder will be informed of the reasons in writing.
- 5.3 In the event that certification is terminated or expired, the certificate holder shall return any certificate that has not expired to NAPIT, shall remove all uses of the NAPIT logo, shall refrain from claiming certification or membership or the scheme and shall take all reasonable steps not to make misleading claims regarding the scope of work that had been covered by certification.

## 6. Appeals

- 6.1 Assessed companies can appeal against any decision of NAPIT in respect of their application or certification.
- 6.2 Both the appellant and NAPIT shall act in accordance with the standard MCS 001 section 9.

## 7. Terms and Conditions

- 7.1 You are granted a non-exclusive licence to use NAPIT trademarks in relation to the NAPIT Scheme(s) in accordance with any guidance that we may provide; provided that such use is limited to the scope of your Certification. Your right to use our trademarks will continue until certification is terminated in accordance with clause 7.4 below. For the avoidance of doubt you are not at this stage permitted to use the Microgeneration Certification Scheme (MCS) logo, NAPIT will inform you when our accreditation status allows this to go ahead.
- 7.2 You must comply with any guidance provided by NAPIT and in particular the Brand Identity Guidelines. You must at all times preserve the reputation and integrity of the NAPIT Scheme(s). You must not engage in any activity or practice which may result in public criticism of us or our Scheme(s).
- 7.3 You must use best endeavours to promote awareness of NAPIT to consumers and the trade.
- 7.4 Certification may be terminated by immediate written notice to you if:
  - 7.4.1 you cease to participate in our Scheme(s), by failing to renew your membership with NAPIT or your membership is either suspended or revoked;
  - 7.4.2 you go into liquidation or an administrative receiver or receiver and manager or administrator is appointed for you or your assets or you enter into a voluntary arrangement with your creditors or suffer any similar insolvency process or process which affords you protection from your creditors;
  - 7.4.3 you commit a breach of these Terms and, following our disciplinary processes, we conclude that this licence should be withdrawn;
  - 7.4.4 you challenge the validity of our trademarks.
- 7.5 Your Membership fees are for a full 12 month period regardless of your trading status.
- 7.6 Termination of Certification will not affect any existing rights and/or claims that we may have against you, and will not relieve you from fulfilling your obligations which accrued prior to termination.
- 7.7 If for whatever reason Certification is terminated, to protect the reputation of NAPIT and ensure its continued operation:
  - 7.7.1 you must immediately cease use of our trademarks;
  - 7.7.2 you must not purport to be associated with the NAPIT Scheme(s) and must not make negative comments about NAPIT or the NAPIT Scheme(s).
- 7.8 NAPIT may enjoy the benefit and enforce the terms of [these Terms] [Clause 7.6] in accordance with the provisions of the Contracts (Rights of Third Parties) Act 1999.
- 7.9 Please note that in signing this agreement you give permission to NAPIT to carry out a credit check on your business or in the case of a sole trader, on you as required by the NAPIT Scheme.
- 7.10 NAPIT will handle your data in accordance with the Data Protection Act 1998. Data will be used for certification and registration purposes and your details may be shared with central and local government departments or government appointed scheme operators if it is relevant to your scope of Certification. NAPIT Certification Ltd will share your data within the NAPIT Group of companies.