

Checklist for businesses to follow when setting up as renewable energy technology installers

This checklist should be used once the accompanying guidance on the home renewable energy sector has been read.

Following these simple steps will give you and your staff peace of mind that you have met the legal requirements to install renewable energy equipment in people's homes.

Checklist	Y/N/Notes
<p>Ensure that paperwork regarding your business's company directorships, accounts and staff qualifications is complete and up to date. This will help when you apply to join a Certification Body and Consumer Code.</p>	
<p>Contact one of the Certification Bodies within the Microgeneration Certification Scheme (MCS) to begin the process of becoming MCS certified.</p>	
<p>Make sure you, or if applicable, your employees, are competent to perform an installation. The Certification Body you join will require your business to demonstrate its technical skills as part of an on-site assessment.</p>	
<p>If the scheme requires it, register your business with an Insurance Backed Guarantee provider (IBG).</p>	
<p>Installers may need to join one of the sector's Consumer Codes before they can proceed with MCS registration. Installers can join either RECC or HIES. Among other things, they can provide standard templates of customer-facing documentation you can use when your business is up and running.</p>	
<p>If installing energy efficiency measure you may need to Become TrustMark-registered. You can do this through a Trustmark scheme provider. Your Consumer Code may be able to provide include TrustMark certification when you join</p>	
<p>Familiarise yourself with the relevant incentive schemes available in your area, and where necessary, register with them as an approved installer.</p>	