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| HETASrgbApplication number | HET201 |

**Application Form for HETAS MCS Solid Biomass**

**Installer Registration**

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| Contact Details (Please Note this information will be used to describe the business on the MCS website) | | | | | | |
| Business or Trading Name: |  | | Contact Name: | |  | |
| Address: |  | | Contact Position: | |  | |
|  |  | | Telephone | |  | |
|  |  | | Website: | |  | |
| Postcode: |  | | Email: | |  | |
|  | |  | |  | |  |
| Is the company currently HETAS registered? | | Yes/No | | If yes, give HETAS registration No. | |  |

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| Types of Appliance/Systems to be Installed under MCS | | | |  |  |
| **No.** | **Description** | **Fuels (delete as applicable)** | **Tick**  **here** |  | Office  use |
| 1 | Stoves / Boilers for H/W or H/W and C/H | Log, chip, pellet, briquette, other approved |  |  |  |
| 2 | Automatic fuel feed systems and fuel stores | Chip, pellet |  |  |  |

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| **No.** | **Appliances Installed ~ Manufacturers name, models and Distributor (if applicable )** | **MCS Approved?** |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

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| Registered Competent Installers | | | |  |  |
| **No.** | **Name** | **HETAS No.** | **Category of work from above 1,2 or 3** |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**Please Read First before completing this application**

Applicants should familiarise themselves with the HETAS Terms and Conditions for registration, (Form1 MCSI), and the requirements given in the MCS Scheme documents MCS001 and MIS3004.

In order to fulfil the requirements for application, the installer company needs to satisfy HETAS that a quality management system is in operation and a suitable installation is available for inspection.

The following table summarises the MCS requirements of MCS001 and MIS3004. These standards should be understood by the Nominee. In many cases the MCS business is required to have written procedures in place that describe how the business meets the requirements of the standard. This form acts as a self-assessment check for the applicant to verify that procedures or systems are in place, and record a reference to relevant documentation. For some clauses we are looking to see an example of installation documentation or required written procedure in advance of a site visit. The intention is for the Nominee to verify the company is ready to receive an office assessment and site inspection and minimise the need for any follow activity. The application and any supporting documentation will be reviewed by HETAS and queries raised may need to be cleared prior to any office assessment or site installation inspection being carried out.

A full and objective examination of compliance against the standards will be assessed during the office and site audit.

**This form should be completed and returned to HETAS, identifying relevant procedure or document reference, together with any supporting documentation offered together with the appropriate fees. All information received will be held in confidence.**

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| Quality System | | | | |
| **MCS001** | **MIS3004** |  | **Requirements** | **Document / reference**  **(Where evidence is required, please refer to your own procedure number, form reference, section or page etc.)** | | Office  use |
| Clause 1 | Sect. 3.2 |  | ***Quality Management System***  There must be a documented Quality management system in place that considers the requirements of MCS001 Appendix A clauses 1 to 18 and the additional procedural requirements in MIS3004.  Its status in terms of document control, issue and or date must be clear. | *Record the date and issue status on the current quality manual / system.* | |  |
| Sect 3.4 |  | ***Consumer code of practice.***  Provide your RECC membership number, or other CTSI approved scheme you are using.  Note: Where appropriate, any written communication to your customer, specifically quotation & contract, should address the customer code requirements. Customer documentation will be assessed during audit. |  | |  |
| Clause 2 | Appendix A |  | ***Company Responsibilities.***   * + - 1. Confirm the primary contact ‘Nominee’ between the installation company and HETAS   *Note. The Nominee is ultimately the person responsible for ensuring that the company meets the MCS and consumer protection scheme requirements. This role MUST be fulfilled by a full time senior employee of the company. See MCS025 for details.* [*http://www.microgenerationcertification.org/images/MCS\_Installer\_Guidance\_v1.0.pdf*](http://www.microgenerationcertification.org/images/MCS_Installer_Guidance_v1.0.pdf)   * + - 1. Provide named key responsibilities for: design, installation and commissioning activities. (See MIS3004 Appendix A) | *Please submit names or company structure to provide evidence of part (b)* | |  |
|  | Sect 3.1 |  | ***Capability.***  You must be able to demonstrate that you have the capability to undertake the supply, design, installation, set to work, commissioning and handover of biomass heating systems. Ensure there are defined resources either employed or contracted. |  | |  |
| Clause 3 |  |  | ***Internal Review***  Confirm there is a process for review of the quality system.  *Note, we will expect a review to be carried out prior to audit and a record available covering all the bullet points in clause 3.* | *Please submit a copy of your agenda.* | |  |
| Clause 4 |  |  | ***Corrective / Preventative action***  Confirm procedures are in place for Corrective & Preventative action. |  | |  |
| Clause 16 |  |  | ***Complaints***  Confirm there is a written procedure in place to manage complaints, handled in accordance with the Consumer Code. |  | |  |
| Clause 5 |  |  | ***Document Control***  Documents produced and used by the company, including procedures, forms, policies etc. must be listed and controlled. |  | |  |
| Clause 6 |  |  | ***External Document***  Documented procedures shall be in place, to ensure access or control of all relevant current documents associated with the installation are available.  Including, MCS scheme requirements, installation standards, building & planning regulations, Health & Safety. |  | |  |
| Clause 7 |  |  | ***Software Control***  Any calculation software used for performance calculation or verification must be controlled to ensure the current version is being used. |  | |  |
| Clause 8 |  |  | ***Contracts and customer requirements***  Are sales leads obtained from a third party? If yes, a process is required for control.  Documented procedures are required for enquires, quotations and the acceptance of orders.  The company needs to demonstrate orders are reviewed including requirements for:  the installation, resources and capability, responsibilities, regulations and amendments to quotation/contracts. |  | |  |
|  | Sect 4.1, 4.2 & 4.3 |  | ***Regulations. Site Planning and Building Integration. Design***  A MCS installation must be fit for purpose and must comply with local regulations and directives and the installation must meet Building Regulations as a minimum.  You must be able to demonstrate compliance that you comply with all applicable regulations and directives; and that your customer is made aware. |  | |  |
|  | Sect 4.4 |  | ***System performance predictions***  Confirm there is a method for calculating and providing system performance calculations to the client, covering all the elements of MIS3004 section 4.4.1 a) to k) to ensure correct and efficient performance of the system as a whole.  The MCS calculator <http://www.microgenerationcertification.org/mcs-standards/installer-standards/biomass-systems> can provide a method, but the output must be documented to the client with your contract. | *Please provide an example of your contract agreement showing these requirements.* | |  |
|  | Sect 4.6 |  | ***Equipment.***  There should be a method in place to ensure the appliances used in the installation under the MCS scheme is listed under the MCS product listing |  | |  |
| Clause 9 |  |  | ***Purchasing***  Approved suppliers shall be recorded including their details.  A method of supplier assessment for adding or removing shall be established.  Purchase orders, confirmation of orders, delivery notes or invoices shall clearly identify the product, service or materials. |  | |  |
| Clause 10 | Sect 3.3 |  | ***Sub-contracting***  Where sub-contractors are used to fulfil any part of the scope of MIS3004, confirm there is a process in place and a method to agree a formal sub-contract agreement. | *Please submit a copy of your sub-contract agreement.* | |  |
| Clause 11 |  |  | ***Inspection of goods received***  A method of inspection for all key products and materials to ensure correct product/materials have been supplied shall be demonstrated.  Any critical measurements identified should indicate acceptance and rejection criteria and records shall be maintained.  A process should be in place to address actions with the supplier. |  | |  |
| Clause 14 |  |  | ***Storage, handling, packaging and transportation.***  The company will need to demonstrate their activities to prevent or minimise damage or deterioration where materials are stored or handled. |  | |  |
| Clause 12 |  |  | ***Control of work in progress***  There must be a method in place to ensure installation standards and regulations are met during the installation process. How this is controlled & monitored should be demonstrated. |  | |  |
| Clause 13 |  |  | ***Test and Measurement Equipment***  Suitable equipment shall be available to ensure testing and measurement of the installation takes place.  Equipment shall be identified and marked with its calibration status. Records of all equipment shall be kept. |  | |  |
|  | Sect 4.5 |  | ***Commissioning.***  Evidence that the heating system is commissioned in accordance with manufacturers guidance and that the system provides the design requirements is required for all installations |  | |  |
|  | Sect 6 |  | ***Handover.***  Confirm there is a handover process that ensures all of the documentation and information is handed over to the client. (See bullet points in 6.3) |  | |  |
| Clause 15 | Sect 6.5 |  | ***Records***  Records, as listed in MCS001 clause 15, shall be retained for a minimum of 6 years.  A method of maintaining appropriate records must be demonstrated. |  | |  |
| Clause 17 | Section 5 |  | ***Training & Competence***  Staff employed, or sub-contractors, in the installation activities, set to work and or commissioning shall be adequately qualified or approved as competent through the Experienced Worker Route. Training records identifying relevant qualifications, certificates, experience shall be maintained and verified.  See <http://www.microgenerationcertification.org/competency-criteria/competency-criteria-project> | *A method to demonstrate competence is available on the MCS website:*  *Please provide a copy of the MCS checker report or training record.* | |  |
| Clause 18 |  |  | ***Health & Safety***  The company must have H&S policies and procedures in place, including risk assessment to ensure installations are conducted safely. |  | |  |
|  | Sect 7 |  | ***Regional Offices***  If your business is conducted through more than one office or business premises, you will need to provide evidence that the requirements of the scheme that you have demonstrated in this application also apply to those other offices.  If this is applicable please list all office sites. |  | |  |
| Section 10 |  |  | ***Change of Details***  The company should have a method for informing the certification body (HETAS) within 30 days of any changes such as: change in legal constitution, trading name or title, address, changes to technical staff, or any other significant particulars and declarations. |  | |  |

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| Declaration (if filling this form in on line please type your full name in both fields) |
| I,      ……………………………………………………………………… (Full name of Nominee)  declare that the information provided is accurate and I agree to abide by the Terms and Conditions of Registration for certification (Form 1-MCSI), and the scheme requirements under MCS.  Signed      …………………………………………..  Date      ………………………………………….. |

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| For Office use |
| Notes |
| Acceptance date: |