Marley

MCS certification application checklist

The following sections provide you with all the information you will need regarding your business operations and capabilities to progress with your Microgeneration Certification Scheme (MCS) certification. Please note, compiling all information related to this document does not constitute your application. Should you wish to progress with your MCS certification application, please visit **marley.co.uk/MCSapply** where you can download our application documents, and benefit from the Marley £50 discount. Once completed, either email your application back to us at info@marley.co.uk or send it via post to; **Marley Ltd head office, Lichfield Road, Branston, Staffordshire, DE14 3HD.**

◢ Section 1 – You must hold the latest edition/version of the following publications

Section		✓/✗
1b)	Current BS7671 Wiring Regulations (can be obtained by Napit Direct)	
1d)	Approved Document A*	
1i)	Approved Document G*	
1K)	Approved Document J*	
1L)	Approved Document L*	
1P)	Domestic Building Services Compliance guide & Guidance and Heating Compliance guide	

◢ Section 4, 6-11, 13 & 16-27 | Office – You must have the following documentation available

Section		✓/✗
4)	Copies of qualifications (copy should already be sent to office)	
6)	Estimates, contracts and invoices	
7)	Copies of issues certificates	
8)	Record of complaints	
9)	Health & Safety Policy Statement	
10)	Records of Risk assessments	
11)	Details and evidence of monitoring sub-contract staff - *if applicable*	
13)	Calibration Certificates and/or written instrument verification process	
16)	Records of internal review meetings	
17)	Records of training and competence	
18)	Employee responsibilities : *Your company must identify who is responsible for each activity within the company, as well as their deputy/nominee*	
20)	Customer enquiries and quotations: *This must detail the entire process from an initial enquiry through to the creation of a quote*	
21)	Contracts : *This must document how the company manages the creation and amendments to contracts/orders, as well as how you ensure relevant planning and building control requirements are addressed appropriately*	
22)	Suppliers and Sub-Contractors : *This must detail how your company manages suppliers and sub-contractors, including and competence/suitability checks, and cover tradesmen, product suppliers and consumables.*	

23)	Products/Materials and their Installation : *How your company obtains, receives and checks any Microgeneration products and materials to ensure they have been correctly supplied. If you carry out packaging or transportation of products, this should also be covered. The way in which installed products are inspected should also be detailed*	
24)	Equipment : *This should detail the control of any specialist Microgeneration related equipment and any equipment used that requires calibration. It should also cover labelling, callibration frequency and include a list of equipment.*	
25)	Complaints : *This should detail how your company manages and attempts to resolve complaints*	
26)	Training and Competence : *This should detail how your company ensures that all staff employed in installation activities have received adequate training in each of the operations in wich they are involved, and remain competent when requirements change (See MCS 025 and the Competency Criteria)*	
27)	Health & Safety : *This should show how your company ensures that its scope of operations comply with the relevant H&S regulations and should include reference to on-site risk assessment as well as any corrective actions and/or plans that occur as a result of the findings*	

◢ Section 28 & 31| On-site

Section   ✓/✗

28)	Suitable installation work to verify technical competence. Test equipment to be available on-site. *Note: Related test certification will be required for verification as required*	
31)	Demonstration that risks have been assessed and appropriate controls are put in place where required. As per section 10 documented risk assessments are required if you have 5 or more employees	