



BABT 657 **Guide to the TÜV SÜD BABT
implementation of the MCS Scheme.**

TÜV SÜD BABT is a certification body of



Foreword

TÜV SÜD BABT is a the wholly owned Certification body which is part of the TÜV SÜD group of companies.

This guide explains the TÜV SÜD BABT implementation of the MCS Scheme for Photovoltaic products

The scheme assists a manufacturer of Photovoltaic panels or Installation kits satisfying the requirements of the relevant Standards obtain an MCS licence and registration.

The formal requirements of the scheme are set out in the TÜV SÜD BABT Certification Regulations. The current versions of these can be found at www.tuv-sud.co.uk/BABT.

All publications are available from:

<http://www.tuv-sud.co.uk/babt>

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1. Introduction

1.1 Scope

This guide explains the TUV SUD BABT implementation of the MCS Certification Scheme

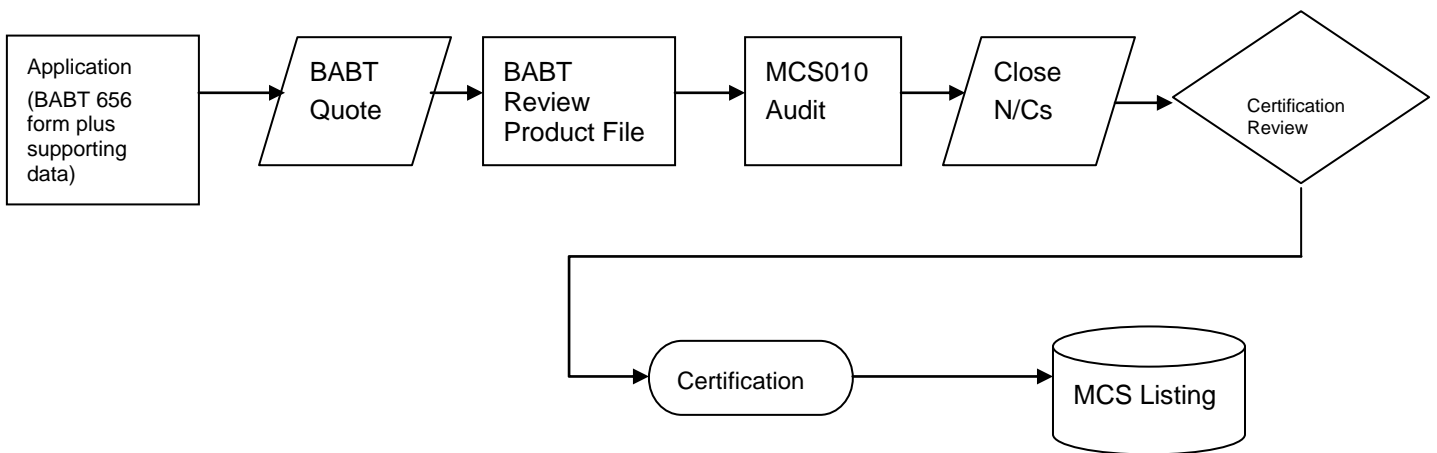
1.2 Overview

TÜV SÜD BABT currently offer Certification for products in the following Categories

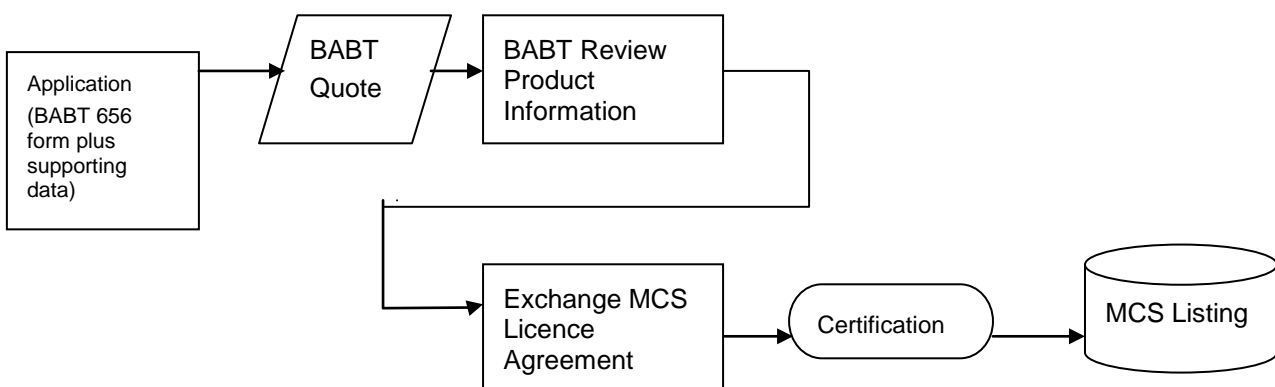
- Solar Photovoltaic Modules using MCS 005 and MCS010
- Pitched Roof Installation Kits using MCS012 and MCS010
- Bespoke Building Integrated Photovoltaic Products using MCS017 and MCS010

1.3 Overview Flowchart

1.3.1 Original Applications



1.3.2 Co-Licence Applications



2. Initial Enquiry

We recommend that you make an initial enquiry to your local TUV SUD group company office with details of the product for which you require certification.

This will enable us to size the work, answer any queries about the required information and issue a quotation.

However if you wish you can go straight to the Application stage.

3. Making an Application

3.1 Who to apply to

The application should be made to your local TUV SUD group company. If you do not know which office to approach you may apply to certification@tuv-sud.co.uk in the UK..

The application must be sent electronically and include :

- A completed application form (BABT 656); and
- A copy of the relevant Technical documentation ready for assessment
- A copy of the required Quality Management System Documentation (Not required for Co-licence/brandname applications)

Assembly of the Technical Documentation

Your Local TÜV SÜD office may be able to assist in the assembly of the Technical Documentation by identifying shortfalls and detailing the exact requirements).

You should apply separately for this service from your application for the MCS Certification as personnel involved with such activities are barred from later involvement in the Certification work

3.2 Who can apply

Applications can be made by or on behalf of manufacturers, or co-licensees of already certified products.

3.3 Types of Application

You should also indicate whether this is an original submission for a Certificate, an amended Certificate following a modification to product/product family, or a Co-licence/Brandname Certificate for a branded product

Applications may cover either one product or a set of related products having significant design similarities.

Derived Products or “Sisters” with differing features but where there are significant design similarities may be submitted on the same application. However information demonstrating their similarity will be required and additional testing/test results may be required for technical aspects which differ between models.

3.4 Information required for an application

The following information should be supplied as appropriate as a part of the application. Entries for this information are included in form BABT 656.

- Company name and address
These details will be used as the holder of the Certificate. It is helpful if the application includes some documentation enabling this address to be verified (e.g. Letter Headed paper with Company registration details)
- Main contact
Details of the authorised signatory within the company applying for the certification and responsible for the certification request and order. This named person may not be an agent.
- Certification options (as described above).

- Product name(s)/model(s) must be clearly stated as this will appear on the certificate and serve as a prime identifier of the certified product(s). For Families of Products please list the Family name, and include details of all the Models in a document attached to the application. Include an explanation of the relationship between models In particular whether one can be derived from another by sub-equipping/ depopulation and whether they have substantial areas of circuitry or software in common
- .Information related to your intended method of payment

Work is carried out on receipt of either payment in advance or a valid purchase order number. Clients applying directly to TÜV SÜD BABT (i.e. not through any other TUV Group office), who do not currently have approved credit facilities with either TÜV SÜD BABT or TUV Product Service UK must include a completed Credit Details Form with the application. Alternatively payment in advance is accepted. The appropriate forms may be downloaded from <http://www.tuv-co.uk/babt>

- Name or address to which invoices and accounts should be sent where the person or address differs from the Main contact listed previously (to be included with supporting information).
- Purchase Order or Credit Card details
- A statement that you understand and agree to abide by the TÜV SÜD BABT Certification Regulations.

The application should also be accompanied with supporting information as detailed.

4. TCF Documentation

4.1 General

The completed BABT 656 application form should be accompanied by Technical Documentation relevant to the Certification for which you have applied.

For Original Applications the following shall be considered.

For co-licence Applications the following are not normally required as they should have been supplied to TUV SUD BABT as a part of the Certification of the original product. However any significant variations must be detailed. and supplied with the Co-licence application.

Test certificates directly relating to the products for which MCS certification is sought.
Test reports directly relating to the products for which MCS certification is sought.
Constructional diagrams of the photovoltaic panels/modules for which MCS certification is sought.
An EC Declaration of Conformity relating to the product or product family for which MCS certification is sought.
A technical description of the photovoltaic panels/modules detailing number and type of cells and bypass diodes, circuit layout.
Installation instructions, datasheets and safety information supplier to the installer and end user.
Any relevant health and safety information.
Bill of materials, Change Control Documentation and revision level information indicating how critical components are maintained in production.
If the manufacturer is different from the company applying for MCS certification a letter confirming that the original manufacturer will permit an audit to MCS010 to be performed at their manufacturing site if necessary.
Where relevant evidence to show that MCS005 clause 5b has been complied with if the Photovoltaic modules are Roof Integrated Solar (RIS). This may be test reports and/or certificates from an accredited test house.
Any additional further information that you feel is of relevance to this application.

4.2 MCS005

Clause 6 of MCS005 specifies the Technical documentation which is required under that Standard, Furthermore Clause 5 includes requirements which must be demonstrated in the Technical Documentation

4.3 MCS012

Clause 6 of MCS012 specifies the Technical documentation which is required under that Standard, Furthermore Clause 5 includes requirements which must be demonstrated in the Technical Documentation

Note: You should include copies of the Certificate(s) covering the MCS Certification of any Solar Panel to form part of the Installation.

4.4 MCS017

Clause 5 of MCS012 specifies the Technical documentation which is required under that Standard, Furthermore Clause 4 includes requirements which must be demonstrated in the Technical Documentation

5. Quality Management System Documentation

5.1 Introduction

MCS010 contains a list of Audit requirements but no full list of required Documentation.

However TUV SUD BABT will require the following to enable the Audit to progress

5.2 Information on Application Form

5.2.1 Holders Quality Information

We require you to declare whether the Applicant for this Certificate already holds ISO9001 Certification. Or any other compatible QMS Certification.

This is required to demonstrate there is a controlled Product Change process.

5.2.2 Each Fabrication Facility

Where you have more than one facility we require to know which controlling facility.

Then we require details related to each Facility to be included in the Certification.

Copy of the certificate for each location holding a QMS certificate not issued by TÜV SÜD BABT (e.g. ISO9001)
A copy of your top level QMS documentation (including Your Quality Manual, Identification of Key personnel and Key Performance Aspects of the QMS, the Objectives and Operation of the Management system)
A copy of your MCS Photovoltaic Product Scheme Compliance plan showing how you ensure compliance to the requirements of MCS010
A copy of test reports, certificates and compliance documentation including user manuals associated with the photovoltaic products to which this application applies including change control documentation
A copy of your Risk or Hazard Analysis associated with the Product or Product types being manufactured
A copy of the previous year's internal Audits and a copy of the internal Audit plan for the next 12 months
Copy of the previous Quality Management Review and proposed date for the next one
Any additional further information that you feel is of relevance to this application

6. Progressing the Application

6.1 On receipt of Application

When TÜV SÜD BABT has received your application and evaluated the initial information, we will:

- inform you of the TÜV SÜD BABT project number assigned to your application. This number should be quoted in all further correspondence.
- Schedule a Review of the Technical Documentation; You will be advised of any concerns and requirements for additional information.
- Schedule a review of the Quality Management Information. You will be advised of any concerns and requirements for additional information.
- When we are satisfied with the above 2 we will schedule an Audit of each of the Facilities to be included on the Certificate.

6.2 Scheduling and Conducting the Audit

Following a review of the supplied technical information TÜV SÜD BABT will advise you of the selected Auditor (or Audit Team) and agree with you the inspection date(s).

The Auditor will advise you of any findings before the end of the visit.

Findings are rated

- Major Non-conformities which must be remedied before the certificate can be issued
- Minor Non-conformities for which you must provide a plan of action

In due course you will be issued with a copy of the Audit report with a determination on whether the findings can be addressed met through documentary evidence or whether a further Audit is required.

Once all the Major findings have been addressed and the corrective actions for any minor findings agreed then the Auditor will forward the report and supporting information for the Certification review,

6.3 Completion of Certification Process

6.3.1 Assessment Outcome

Where after assessment of the application, The Technical Documentation, and all required Audit Reports, and supporting documentation the Technical Certifier determines that compliance has been demonstrated with the requirements of relevant standards TÜV SÜD BABT will send you a MCS Licence Agreement which you will be required to sign and return to TÜV SÜD BABT.

MCS Licence Agreement

This agreement includes the conditions which must continue to be met for you to use the MCS Logo on or associated with your product(s). This operates in addition to any Conditions of Validity on your Certificate and in addition to the TÜV SÜD BABT Certification Regulations. **This Licence Agreement is required regardless of whether the application is for an OEM facility or for a Co-Licence product.**

On receipt of this Licence agreement we will issue your MCS Certificate.

Certificate

Certificates are issued in the name of the Applicant Company which is referred to as the holder.

Attestations also include:

- the address of the holder (or an alternate address where identified within the application),
- the names and addresses of the manufacturing Facilities where they differ from the Holder d.
- The Product Name(s) (including any variants/models),
- A reference to the Report of the Technical Documentation
- The Relevant Standards to which the Certificate relates
- MCS-Sub-Licence Number
- Conditions for the validity of the Certificate .

6.3.2 Records

TÜV SÜD BABT maintain records of all the details on a certificate; of each submission and the resulting evaluation for 10 years after the last significant file activity.

7. Co-Licence/Brandname Applications

7.1 Pre-conditions

The products to which you are seeking a Co-Licence must be present on the Original Manufacturer's TUV SUD BABT MCS certificate. The existing certificate must have at least six months to run as TUV SUD BABT do not wish to put you to the expense of obtaining a certificate that may have a limited validity and you must have the written permission of the Certificate Holder to obtain a Co-Licence of their certificate.

The Original Manufacturer must have been previously certified under the UK MCS Scheme by TUV SUD BABT. TUV SUD BABT cannot provide a Co-Licence certificate when we have not certified the Original Manufacturer because we will not have access to the product technical file, test reports and audit reports.

7.2 Application

For co-licence Applications please complete

- Sections A1, A2 and A3. (Sections A4-6 are not required)
- Section B is not required
- If the original Certificate is a multi-site Certificate and any of the listed sites is not relevant to the your product please advise TUV SUD BABT before we progress the application as additional documentation may be required
- Section C1 should be completed with the details of the party to be invoiced; section C2 is not required.
- Section D should be signed and dated.
- Checklists A, B and D should be completed
-

You will need to ensure that the relevant following documentation is available in addition to the Technical Documentation

A letter of authorization from the original manufacturer and agreement by the co-licence holder (refer to Annex A for a sample)
A Declaration that your products are exactly the same as those already certified by BABT apart from marking and labelling, company name, certificate number and part number references.
Either A Declaration that your User Safety and Installation Instructions are identical to the original user instructions apart from company name, certificate number and part number references; or If you produce your own User Instructions an English language user manual should be provided to TUV SUD BABT. (A draft will do).
An EC Declaration of Conformity relating to the product or product family for which MCS certification is sought. This will normally be identical to the Original Manufacturer's D of C but under your company name.
A list comparing your product numbers with those of the Original Manufacturer's. These can be selected models, subsets or even just one model but the relationship must be clearly made.(A sample template is included in the Guide)
Any additional health and safety information or user instructions that you may provide in addition to those provided by the Original Manufacturer.
Either a declaration that your label is the same as that used by the Original Manufacturer except for company name, certificate number and part number references; and that your label is applied in the same location using the same process as the original label; or A sample label or artwork for your label with details of the location and process for the affixing of the label .

8. Keeping your Technical Construction File up to date

8.1 General

During the lifetime of a product design TÜV SÜD BABT understands that it is likely that you will want to make a number of changes.

Technical/compliance affecting changes to all products must be processed in accordance with document BABT 821 (Requirements for changes to Products certified by TUV SUD BABT.

Any changes to the documented Quality System of any listed Facility , that affect compliance with the requirements to MCS010 must be advised to and agreed by TÜV SÜD BABT before being implemented into the quality system. This includes changes to the compliance plan.

Annex A Summary Contents of a co-licence agreement

Each Agreement will be customised between the Original Licence Holder and the co-licence holder.

We would expect any agreement to cover at least the following:

A.1.1 Names of both Companies including their roles (Original Holder or co-licence holder)

A.1.2 Original holder

- Agrees with issuing the co-license/brandname Certificate
- Confirms that the previously certified product and the product mentioned on the rating label above are identical on all safety relevant information printed in the user manual or on the product.
- Exempts MCS from any claims that the second license holder should make in case of cancellation / withdrawal of the original license.
- Will forward a copy of the original license to the second license holder
- Agrees to provide a copy of the Technical Documentation for the original product to appropriate authorities when requested either directly or by the co-licence holder.

A.1.3 The co-licence holder

- Agrees that, in case the original license expires or being cancelled, the second license will also be withdrawn
- Agrees to forward a copy of the co-licence to the original license holder

A.1.4 Signatures

The signatures of the people making the agreement, with their roles and the date they signed the agreement.

The company stamps/chops may also be included.

Annex B Sample Declaration of Similarity

This Declaration (or a similar document) must be completed by the applicant for a Co-Licence Certificate. Where possible this should be on company headed paper.

(Note Where there are very few models this may be simplified. please fill as follows)

I<name> declare on behalf of << co-licence certificate applicant>> that

Main Certificate Model	is technically identical to	Co-certificate Model
Example: OEM200M	is technically identical to	Example: Mypanel200M
Example: OEM205M	is technically identical to	Example: Mypanel205M
	is technically identical to	
	is technically identical to	
	is technically identical to	
	is technically identical to	
	is technically identical to	
	is technically identical to	
	is technically identical to	
	is technically identical to	
	is technically identical to	

I declare that the User Safety and Installation Instructions are identical to the original user instructions apart from company name, certificate number and part number references

{If you produce your own documents you must delete this and include a sample manual with the application }

I declare that the label(s) is/are the same as those used by the Original Manufacturer except for company name, certificate number and part number references; and that our label(s) are applied in the same location using the same process as the original label.

Signed : Dated:

A company chop/stamp may be added