

NAPIT MCS SCHEME SURVEILLANCE PLAN

Member Name: Solar Kingdom Ltd

MCS Number: 13419

Date Plan Issued: 20/07/2012

Date of Original Certification: 25/06/2010

This plan has been issued so that you are aware of NAPIT's intended approach to your future assessments. The plan is based on the scope of your certification which covers you for **TWO** microgeneration technologies. If this is not correct please contact us to ensure that you receive a correct surveillance plan.

Assessments take place nominally around the anniversary date of your original certification; in practice this can be brought forward up to 2 months or delayed up to 4 months to better manage the visit programme.

Area of Audit + Standard	Year 1	Year 2	Year 3
Office Systems - MCS 001	<i>Office</i>	<i>Office</i>	<i>Office</i>
Solar PV - MIS 3002	<i>Site Visit</i>	<i>Desktop</i>	<i>Desktop</i>
Solar Thermal - MIS 3001	<i>Desktop</i>	<i>Site Visit</i>	<i>Desktop</i>

Key:

<i>Office</i>	Assessment of office based evidence against a sample of MCS001 clauses. Over the course of the 3-year cycle all aspects of the standard will be reassessed at least once.
<i>Site Visit</i>	Assessment against the appropriate MIS standard at a site installation, preferably a completed job, or one that is largely complete.
<i>Desktop</i>	Assessment against the appropriate MIS standard of the office records relating to the technology – in particular: the performance calculations, schematics, records (contracts, commissioning sheets and handover packs)

Notes:

- Following the 3-year cycle the plan returns to Year 1.
- NAPIT may deviate from this plan as a result of complaints, nonconformities, significant changes to MCS or MIS standards or on instruction from the MCS Management Panel, UKAS or the Government Department responsible for MCS.
- Prior to a surveillance visit you will be contacted to arrange suitable site details and an audit programme will be issued to confirm this. If there are any specific site issues regarding access times or health and safety you must make us aware of this. Please ensure that there is access to technical representatives for all areas of your scope of work available during the audit.
- You can request an amendment to the plan to change the timing, provided that sites are seen for each of the technologies at some point in the 3 year cycle. This may occur because you have not installed a particular technology, or because you are able to offer a site visit with more than one of the technologies in place.
- If you do not install a particular technology within the 3 year period your scope of certification will be reduced and you would need to apply for recertification in order to reinstate the certification.
- If, with your agreement, the office and desktop aspects of the assessment are to be carried out at the location of the site visit, it is your responsibility to bring all the required records for those aspects of the audit to the site.
- If you undergo an extension of scope, this plan will be reissued with your updated certificate to reflect the additional technologies covered.
- If you are also approved under Competent Person Scheme arrangements will also be made to cover the annual visit required by those schemes – this may or may not be combined with the MCS visit depending on the nature of the site available.