

Product Application Checklist for VREP I for Department of Energy

Use one of these forms for each product application.

Vendor Name: _____

Product Brand and Model Number: _____

Date of Application: _____

Application Form compliance

No	Item	Check
1	Application form is complete	

Lighting Global Compliance

No	Item	Check
2	Product is listed on Lighting Global Website	
3	Product details provided in the form matches the description of that product in the Lighting Global website	
4	Warranty letter provided by manufacturer meets the specified warranty of Lighting Global	
5	Verification that Certification letter provided is identical to the letter available on the Global Lighting website for that product.	

Prices Provided

No	Item	Check
6	Wholesale price provided	
7	Selling Price provided for each of the Islands where the Vendor is Operating	

Manual

No	Item	Check
8	Manufacturers Manual has been provided	

Performance Compliance

Following Information is taken from Application Form

Type of Light _____

Wattage Light 1 _____W

Wattage Light 2 _____W

Keep inserting a light number and its wattage for each light however if a number of lights have the same wattage than state how many lights with each wattage

Light Output per light _____

Must specify output in Lumens or Lux over a specified area
If different size lights than specify for each light.

Run Time per light per day _____Hrs

If different run times for different lights than specify for each light.

Type of other appliances (if any) _____

Power Rating of Appliance _____W

Run Time for appliance per day _____Hrs

If more than one appliance then repeat the last 3 questions for each appliance

Does the product charge mobile phones? Yes ___ No ___

If Yes, how many mobile phone charging points? _____

PV Module Power Rating _____W

Battery Capacity _____Ah

Battery Voltage _____V

No	Item	Check
9	The light output stated in the form compares with that stated in the technical specifications for that product and is a minimum of 25 lumens or > 50 lux over an area of 0.1 square meters	

Using the System Performance Program (refer to Instruction Manual)

1. Complete the load information form as follows:
 - a. For each light, enter the wattage in the area provided.
 - b. For any other appliance, enter the name, the wattage and hours due to operate each day.
2. Enter the power rating of the module.
3. Enter the capacity of the battery in Ah
4. Enter the voltage of the battery

The program will then provide the answers to the following:

No	Item	Check
10	Battery has 2 days autonomy for the lights	
	If Not how long? (enter the number of days)	
11	The lights operate for 4 hours per day	
12	The solar module will be able to replace the amount of energy used in a day	

Checked by: _____

Signed _____

Date _____

Recommendation- Approved/ Not Approved

Reasons for Non-Approval

No	Item	Yes/No or Date
13	If the product is approved:	
a	Write a letter to the Vendor:	
	<ul style="list-style-type: none"> i. informing them of the approval. ii. asking for photos and other information required for the product catalogue. iii. Confirming the maximum price the product will be sold in area they are operating in. iv. Requesting the final version of the manual as specified within the SIM 	
	Date Letter Sent	
b	Full manual has been submitted comprising:	
	How to correctly install the solar module so that it receives direct sun each day and is not shaded	
	How to correctly install the controller, battery, lights and any other appliance	

	How to maintain the system and in particular hoe to keep the modules clean	
	How to correctly use the system, in particular with respect to the hours of usage of each of the lights and other appliances	
	The Vendors returns policy	
	The Warranty of the product	
	How to dispose of the used battery when requiring a replacement.	
b	Add the product details to the product catalogue. (Go to end of table)	
14	If the product is not approved:	
a	Write a letter to the Vendor:	
	<ul style="list-style-type: none"> i. Date Vendor Contacted Informing them of why it is not approved. ii. stating that they have 14 days to respond. iii. based on the response either approve the product or the product remains unapproved. 	
	Date Letter Sent	
	Date response received	
b	Based on the response either approve the product or the product remains unapproved (If unapproved go to end of table)	
c	If the product is approved:	
	Write a letter to the Vendor:	
	<ul style="list-style-type: none"> i. informing them of the approval. ii. asking for photos and other information required for the product catalogue. iii. Confirming the maximum price the product will be sold in area they are operating in. iv. Requesting the final version of the manual as specified within the SIM 	
	Date Letter Sent	
d	Full manual has been submitted comprising:	
	How to correctly install the solar module so that it receives direct sun each day and is not shaded	
	How to correctly install the controller, battery, lights and any other appliance	
	How to maintain the system and in particular hoe to keep the modules clean	
	How to correctly use the system, in particular with respect to the hours of usage of each of the lights and other appliances	
	The Vendors returns policy	
	The Warranty of the product	
	How to dispose of the used battery when requiring a replacement.	

e	Add the product details to the product catalogue.	
15	Checklist, application paperwork and all other documentation have been stored in the Vendors file and a copy in the project file.	

Date of Approval: _____

Approved by: _____

Signed _____