

Product Application Checklist for VREP II

Use one of these forms for each product application.

Vendor Name: _____

System Size: _____

Date of Application: _____

Application Form compliance

No	Item	Check
1	Application form is complete	

Equipment Compliance and System Performance

No	Item	Check
2	Equipment meets standards:	
	Module	
	Battery	
	Solar Controller	
	Inverter	
3	Test certificates provided:	
	Module	
	Battery	
	Solar Controller	
	Inverter	
	Control board or enclosure	
4	Warranties	
	Module 10 years	
	Battery 2 years	
	Solar Controller 2 years	
	Inverter 2 years	
5	Daily Energy Output provided	
	Energy output meets design guidelines	
6	Battery Days of Autonomy Provided	
	Days of autonomy meet guidelines	
7	For Preassembled Solar Home System Kits Inspection and Test Certificate provided. (if applicable)	
8	For Systems to be installed by Vendor Inspection and Test Certificate provided for control board/enclosure (if applicable)	

Prices Provided

No	Item	Check
9	Wholesale prices provided	
10	Selling Price provided for each of the Islands where the Vendor is Operating	

Manual

No	Item	Check
11	Manual has been provided	

Checked by: _____

Signed _____

Date _____

Recommendation- Approved/ Not Approved

Reasons for Non-Approval

No	Item	Yes/No or Date
12	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:	
	For Preassembled SHS Kits: 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 how 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)	
13	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.1	Preassembled Solar Home System Kits Full manual has been submitted comprising:	
	Copy of the load assessment sheet.	
	How to correctly install the solar module so that it receives sun each day and is not shaded.	
	How to correctly install the control board or enclosure.	
	How to correctly install the battery.	
	How to interconnect the solar module, the control board or enclosure and the battery.	
	A description of the operation of the system and how to correctly use the system, particularly with respect to	

	the hours of usage of each of the lights and other appliances (this should be provided in local language)	
	List of equipment supplied.	
	Shutdown and isolation procedure for emergency and maintenance.	
	Maintenance procedure and timetable.	
	Commissioning records and installation checklist.	
	Warranty information for the whole system and each item of equipment.	
	System connection diagram.	
	Equipment manufacturers documentation and handbooks for all equipment supplied.	
	The Vendor's returns policy.	
	How to dispose of the used battery when requiring a replacement. and/or the process of how to return the used battery to the Vendor for recycling.	
	Grievance redress process.	
d.2	Solar Home Systems and micro grid systems to be installed by Vendor	
	Full manual has been submitted comprising:	
	Copy of the load assessment sheet.	
	A description of the operation of the system and how to correctly use the system, particularly with respect to the hours of usage of each of the lights and other appliances (this should be provided in local language)	
	List of equipment supplied.	
	Shutdown and isolation procedure for emergency and maintenance.	
	Maintenance procedure and timetable.	
	Commissioning records and installation checklist.	
	Warranty information for the whole system and each item of equipment.	
	System connection diagram.	
	Equipment manufacturers documentation and handbooks for all equipment supplied.	
	The Vendor's returns policy.	
	How to dispose of the used battery when requiring a replacement. and/or the process of how to return the used battery to the Vendor for recycling.	
	Grievance redress process.	
e	Add the product details to the product catalogue.	
14	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_____

