

XXXXkWp

Solar Photovoltaic System

Information Summary

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| --- | --- | --- |
| **Customer Installation Details** |  | **Installer Details** |
| **Address:**  **Enter site address here**    **Job ref:** **XXXX** |  | Mypower UK  Quercus House  Orchard Industrial Estate  Toddington  Gloucestershire  GL54 5EB  Tel: 01242 620894  [info@mypoweruk.com](mailto:info@mypoweruk.com) |

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| --- | --- |
| **System Data** | |
| **System Size** | XXXX kWp |
| **Predicted output** | XXXX kWh – PVSol /Solaredge \*delete inapplicable |
| **Panels Information** | Make/ Model |
| **Inverter Information** | Make/ Size |
| **Inverter Serial Numbers** |  |
|  |  |
|  |  |
|  |  |
| **Installation Date** |  |





Solar PV System: Handover Pack

This document covers material and work supplied by Mypower only – not products or services supplied by others.

* 1. **General Information**

**Please ensure you read this document and take careful note of this section.**

**What is PV?**

Photovoltaic means electricity from light. Photovoltaic systems use daylight to generate electric power. The photovoltaic (PV) process converts free solar energy - the most abundant energy source on the planet - directly into electricity.

**How does it work?**

A PV cell consists of two or more thin layers of semi-conducting material, most commonly silicon. When the silicon is exposed to light, electrical charges are generated and conducted away by metal contacts as direct current (DC). The electrical output from a single cell is small, so multiple cells are connected and encapsulated (usually behind glass) to form a module (also referred to as a "panel"). The DC electricity is then converted to AC electricity by the inverter(s) which then supply the electricity into the distribution board to be utilized on site or exported to the grid via the incoming main.

**System Operation. How do I tell if the Solar PV System is working properly?**

i.) Generation meter - All Solar PV Systems will be installed with a generation meter that displays the output from the system at any given time – This can be compared to your output prediction figures provided in your quote and with this handover pack.

ii.) Inverter – all inverters have a series of LED lights that show the operational status of the system.

iii) Please refer to the manufacturer’s web site for further details.

**Shading**

Shade over the PV array makes a significant difference to output – no items should be added which may overcast the array. Trees should not be allowed to overshadow the PV array.

**System Monitoring**

It is essential that you monitor your system closely to ensure that you maximise the benefits of your system. This can be done manually by keeping a daily or weekly note of the outputs of the system and comparing to the predictions. More sophisticated monitoring devices are available ranging from £200 to £2,000 depending on the size of system. **It is essential to check the green lights on the inverters are on and there are no error codes or faults on a weekly basis, preferably daily, otherwise production and money will be lost if down for a long period.**

**What if they stop working?**

If the Solar inverters stop working the user should contact the inverter manufacturer – details can be found on the web. They will organise repair or replacement if covered under warranty.

**How do I operate my Solar PV System?**

Under normal operating conditions there is no user involvement in the running of the Solar PV System. When the system is commissioned the installer will run through its operation and you will be given a full operation manual.

**Will I still have electricity during a power cut?**

No. As your Solar PV System is connected to the national grid it will

automatically shut down if the power to the grid is cut. This is an essential safety measure to protect operatives who may be working on local power lines to restore power.

**Will the system restart automatically after a disconnection such as a power cut?**

Normally, yes. When power is restored to the AC spur the inverter will automatically re-set itself and return to normal operation. However, if a fuse has blown or a power surge occurred, it may need manually re-starting or fuse replacing.

**Is my Solar PV System covered by a guarantee?**

Yes. Full details are included in the handover pack.

**What is the life expectancy of my Solar PV System?**

In Japan there are PV panels from the 1960’s that are still in use today and most manufacturers of PV modules estimate life expectancy to be in excess of 40 years.

**Do the solar panels need cleaning?**

In most locations, the toughened safety glass of the module will be self-cleaned by rainfall. However, if a module suffers from dirt build up it should be cleaned, and measures taken to prevent this re-occurring. We recommend cleaning when necessary but at least once a year in March.

**Does my Solar PV System require servicing?**

To maintain warranties and for good system management, an inspection should be made at least annually to check all bolts and fixings are tight and that there is no damage or corrosion to the system. The wiring and electrical components should be checked periodically by a qualified electrician, normally every 3 years.

**Future Building Works**

Care must be taken when working on or near a PV system. It is important that nothing is dropped or placed on the modules, and that they are not walked on. In the case of roof integrated installations that the tiles surrounding the array should not be stood upon.

**What standard is the system installed controlled by?**

The PV system is installed to standards laid down in the Microgeneration Installation Standard: MIS 3002.