

# PV MODULE APPLICATION CHECKLIST

License Holder / Manufacturer	
APP Numbers	
Date submitted	

	Items to check	OK
<b>A</b>	<b>Certificates of Compliance</b>	
1	Certificate(s) are included to all of the following standards: IEC 61215-1:2016 IEC 61215-1-1:2016 (for crystalline modules; check different parts for other technologies) IEC 61215-2:2016 IEC 61730-1:2016 IEC 61730-2:2016	
2	Certificates are issued by a National Certifying Body in the IECEE scheme which has the required standards in scope.	
3	Testing has been carried out by a CB Test Lab under a NCB and the test lab has the required standards in scope	
4	All the model numbers listed on the application are on the Certificate(s)	
5	Each module type has a unique model number that includes the power rating. The certificate may not show multiple model numbers for the same module.	
6	No model number is certified for both 1000V and 1500V system voltage	
7	Certificates are a type that requires periodic factory inspections, and identifies all factories which are covered by the certification	
8	IEC 61730 Certificate shows that the modules meet Safety Class II	
9	IEC 61730 Certificate shows that modules meet the requirements of Fire Class C or better per UL790.	
10	Check Certificate validity on certifier website. If no website, email certifier for validity	
11	<b>Check certifier website for parallel Certificates to the same standards</b>	
12	Check spelling of Certificate holder name conforms with existing listings	
13	<b>Check existing listings for parallel Certificates to the same standards across multiple certifiers</b>	
<b>B</b>	<b>Construction Data Form</b>	
1	The CDF is signed and complete	
2	The CDF is an annex to the Certificate or the Test Report and the number is referred to on the Certificate	
3	Module model numbers listed on the CDF include all the model numbers in the application.	
4	CDF shows name and address of all factories	
5	Check if Certificate is a co-licensed Certificate	
<b>C</b>	<b>Serial Numbers</b>	
1	Document supplied showing serial number format	
2	Document specifies the place(s) of manufacture and how this is coded in S/No	
3	Documents specifies how the month and year of manufacture are coded in the S/No.	
<b>D</b>	<b>Installation Manual</b>	
1	Manual includes instructions on safety, handling, mechanical mounting, earthing and maintenance, and is suitable for use by the installer, and for the end user	
2	Includes details for mounting modules with clamp systems including number of clamps and acceptable placement options. If clamps are not recommended, this is noted on datasheet	
3	Includes details for mounting in high wind or snow conditions if these are claimed on the datasheet.	
4	Installation manual is clear and does not contain any misleading information.	

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<b>E Sales Data Sheet</b>		
1	Is in a form suitable for the installer to provide to the end-user, as manufacturer's documentation and is not misleading.	
2	Shows the certificate holder name, full model number, electrical data and tolerances matching the information on the Certificate and/or CDF	
3	Shows country(s) of manufacture (assembly)	
4	Shows mechanical data - Frame size conforms to CDF	
5	Shows the model of electrical plug/socket connector. Connector conforms to CDF. Does not show "MC4" or "MC4 compatible" (May show "Genuine MC4")	
6	If any extra feature features such as PID Free, salt mist or ammonia certification, higher wind load ratings etc. are claimed on the data sheet or selected on the application, the applicant must provide an appropriate test report or certification	
7	<b>If the certificates for extra features references a different Bill of Materials (BOM) then extra features on the sales datasheet shall be shown as "Optional or "On Request"</b>	
8	Check BOM for extra features does not directly conflict with the main certificate CDF. (If not, the manufacturer should remove reference to the feature from the datasheet.)	
9	Does not show CEC logo. (The "CEC Member" logo may be used on a datasheet ONLY if the licence holder is a financial member of the CEC.)	
<b>F Sample Label</b>		
1	Label shows the Certifier Mark for the agency that issued the certificates. One certifier mark only showing. Mark must conform to that shown on the certificate.	
2	Label shows the full certificate holder name and correct model number	
3	Label shows electrical data including tolerance of P <sub>MAX</sub> , V <sub>OC</sub> , I <sub>SC</sub> , V <sub>MPP</sub> , I <sub>MPP</sub> , maximum system voltage, maximum series fuse rating, tolerance of P <sub>max</sub>	
4	Label does not show any CEC logo. NOT under any circumstances	
5	Shows country of manufacture.	
6	Label must state that the modules have been "tested to IEC 61215: 2016 and IEC 61730: 2016" or similar.	
7	If applicant has been given an enhanced listing, and the certifier issues special certifier marks for enhanced standards, the label must show the certifier mark for the appropriate enhanced standard(s). (Refer Section H "Enhanced Listings").	
<b>G Importers, Warranty Requirements and Documentation</b>		
1	Every importer of the modules to Australia is identified on the application, with ABN website and contact details. (Verify ABN)	
2	Importer must be Australian company with an ACN, or an individual, not a business name or a trust. (ACN is the ABN without first two numbers. Verify ACN on ASIC website)	
3	Ask the contact for a full list of importers.	
4	Importers have been sent the Importer Declaration and returned signed copy with warranty policy. (If the importer is the applicant, they will have signed as part of the application)	
5	Product guarantee and performance warranty is not misleading and agrees with the warranty conditions on the datasheet	
6	Warranty document includes a statement of consumer rights under Australian Consumer Law - *see note below	
7	Warranty document has contact details for both certificate holder and importer for claiming warranty – incl name, address, email address, phone number, web address	
8	<b>Manufacturer</b> has a publicly available copy of the <b>Datasheet</b> on their website (mandatory)	
9	<b>Manufacturer</b> has a publicly available copy of the <b>installation manual</b> on their website (mandatory)	
10	<b>Manufacturer</b> has a publicly available copy of the <b>warranty</b> on their website (mandatory)	
11	<b>Importer</b> has a publicly available copy of the <b>Datasheet</b> on their website (mandatory)	

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12	<b>Importer</b> has a publicly available copy of the <b>installation manual</b> on their website (mandatory)	
13	<b>Importer</b> has a publicly available copy of the <b>warranty</b> on their website. (mandatory)	
<b>H</b>	<b>Enhanced Listings</b>	
1	Enhanced listing requested	
2	Verified using the PV Module Enhanced Listing Checklist	
3	Label only shows the Certifier Mark for the enhanced standard if this is not misleading and clearly differentiated from the main Certifier Mark for 61215/61730	
<b>I</b>	<b>Final Checks (CEC Internal Use)</b>	
1	Check existing listings for model numbers in the current application – Expire old listings if necessary	
2	Check that the expiry date of the CEC listing is not after the certification expiry date	
3	Check existing listings for certificate currency and suspend listings if necessary.	

**Australian Consumer Law Mandatory Wording**

It is a requirement of Australian Consumer Law that a document evidencing a warranty against defects must include mandatory text to ensure consumers are aware that any warranty against defects operates in addition to consumers' rights under the ACL. The mandatory text for the supply of goods is:

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure

For more details please refer to ACCC website:

<https://www.accc.gov.au/business/treating-customers-fairly/offering-warranties/warranties-against-defects>