

# PV MODULE APPLICATION CHECKLIST

This Checklist details the requirements for PV Module Applications for the CEC List of Approved Modules. The CEC Listing Terms and Conditions Clauses are also referenced to provide clarification on the requirements.

License Holder / Manufacturer	
APP Numbers	
Date submitted	

	Items to Check	Y/N
<b>A</b>	<b>Certificates of Compliance</b>	
1.0	<p>Certificate includes all of the following standards:</p> <p>IEC 61215-1:2016</p> <p>IEC 61215-1-1:2016 (for crystalline modules) or</p> <p>IEC 61215-1-2:2016 (for thin-film Cadmium Telluride (CdTe) modules)</p> <p>IEC 61215-1-3:2016 (for thin-film amorphous silicon modules)</p> <p>IEC 61215-1-4:2016 (for thin-film Cu(In,Ga)(S,Se)<sub>2</sub> modules)</p> <p>IEC 61215-2:2016</p> <p>IEC 61730-1:2016</p> <p>IEC 61730-2:2016</p>	
2.0	<p>Certificates are issued by a National Certifying Body (NCB) in the IEC EE scheme which has the required standards in scope</p> <p>IEC 61215-1:2016  <a href="https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:24312">https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:24312</a></p> <p>IEC 61215-1-1:2016 (for crystalline modules) or  <a href="https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:24313">https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:24313</a></p> <p>IEC 61215-1-2:2016 (for thin-film Cadmium Telluride (CdTe) modules)  <a href="https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:26860">https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:26860</a></p> <p>IEC 61215-1-3:2016 (for thin-film amorphous silicon modules)  <a href="https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:29787">https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:29787</a></p> <p>IEC 61215-1-4:2016 (for thin-film Cu(In,Ga)(S,Se)<sub>2</sub> modules)  <a href="https://www.iecee.org/dyn/www/f?p=106:49:0:::FSP_STD_ID:27848">https://www.iecee.org/dyn/www/f?p=106:49:0:::FSP_STD_ID:27848</a></p> <p>IEC 61215-2:2016  <a href="https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:24311">https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:24311</a></p> <p>IEC 61730-1:2016  <a href="https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:25674">https://www.iecee.org/dyn/www/f?p=106:58:0:::FSP_STD_ID:25674</a></p> <p>IEC 61730-2:2016  <a href="https://www.iecee.org/dyn/www/f?p=106:49:0:::FSP_STD_ID:25680">https://www.iecee.org/dyn/www/f?p=106:49:0:::FSP_STD_ID:25680</a></p>	
3.0	<p>Testing has been carried out by a CB Test Lab under an NCB and the test lab has the required standards in scope  <a href="https://www.iecee.org/dyn/www/f?p=106:41:0">https://www.iecee.org/dyn/www/f?p=106:41:0</a></p>	
3.1	<p>If Certificate does not show the CB Test Laboratory, a copy of the IEC 61215/61730 Test Report is required to verify CB Test Laboratory</p>	

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3.2	For co-licence modules, if the test reports are for the original manufacturer's brand and model numbers, the applicant shall provide a document from the certifier to confirm the following: <ul style="list-style-type: none"> <li>Equivalent model numbers between the co-licensed brand and the original manufacturer's brand</li> <li>The test reports supplied with the application are the same ones referred to by the certifier when preparing the certificate for the co-licensed devices</li> </ul>	
4.0	Check Certificate validity on NCB website/certificate database	
4.1	If NCB has no online certificate database email NCB to check Certificate validity	
5.0	All the model numbers listed on the application are on the Certificate	
6.0	Each module type has a unique model number that includes the power rating.  <i>Example:</i> Modules Series ABxxx where xxx denotes a power class, each xxx power class will constitute a unique model number	
6.1	Each model number should refer to 1 type of module  <i>Example:</i> Module Numbers AByyxxx where xxx = 250-270W and y = A-Z, applicants must specify both the values for xxx and for y.	
6.2	Co-Licence modules shall have a different model number from main licence modules	
6.3	Where a module is manufactured for more than 1 trademark/brand name, each trademark/module combination should have a unique model number  <i>Example:</i> If a module is manufactured for 2 trademarks under the same certificate, module sold under trademark 1 should have a different model number to module sold under trademark 2	
7.0	No model number is certified for both 1000V and 1500V system voltage	
8.0	Certificates are a type that requires periodic factory inspections	
8.1	Certificate identifies all factories which are covered by the certification	
9.0	Certificate shows that the modules meet Safety Class II	
10.0	Certificate shows that modules meet the requirements of Fire Class C or better as per UL790.	
10.1	Alternatively, IEC 61730-2 Test Report shows Fire Testing (MST 23) conducted to UL 790	
10.2	For co-licence modules if the main certificate references UL790 the co-licence certificate does not need to reference UL790	
11.0	Check spelling of Certificate holder name conforms with existing listings	
12.0	Check NCB website/certificate database to ensure no model number on application appears on more than 1 certificates for the same IEC 61215/61730 standards (No Parallel Certificates for listing NCB)  <i>Example:</i> Where an NCB certificate database shows a model number appearing on 2 or more valid certificates to IEC 61215/61730:2016 - This is not permitted. For application to proceed the additional certificate must be cancelled. This applies to model numbers expressed as ABxxx (xxx = 260-280) and AB260, AB265, AB270)	

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	12.1	Exception can be made where each Certificate has a unique Certification Mark	
13.0		<p>Check existing CEC Listings to ensure no model number on application appears on more than 1 certificate across multiple NCB. This extends to the entire PV module series. (No Parallel Certificate for multiple NCB)</p> <p>Example: Where a model series ABxxx is already on another Certificate already listed by the CEC under a different NCB - This is not permitted even if the power class ratings xxx are different. For the application to proceed the listing for all modules under the Parallel Certificate must be cancelled.</p>	
<b>B</b>		<b>Construction Data Form (CDF)</b>	
1.0		The full CDF is submitted	
2.0		The CDF is signed and dated	
3.0		The CDF is an annex to the Certificate or the Test Report and the number is referred to on the Certificate	
4.0		Module model numbers listed on the CDF includes all the model numbers on application	
5.0		CDF shows name and address of all factories	
6.0		Check if Certificate is a co-licensed Certificate	
	6.1	Registered Co-Licence Certificates in CEC database [CEC Internal Use Only]	
7.0		<p>CDF shows one maximum overcurrent protection rating for each model number</p> <p>Example: Where CDF states maximum overcurrent protection rating for PV Module series ABxxx is 15/20A. This is not permitted. Clarification is required from NCB or test lab regarding which rating is applicable for which model numbers</p>	
	7.1	Request a copy of test report to verify MST 26 test current if maximum overcurrent protection rating is unclear	
<b>C</b>		<b>Serial Numbers Format</b>	
1.0		Document supplied showing serial number format	
2.0		Document specifies the place(s) of manufacture and how this is coded in S/No	
	2.1	Where place(s) of manufacture cannot be decoded from S/No the place of manufacture should be printed on module label	
3.0		Documents specifies how the month and year of manufacture are coded in the S/No.	
	3.1	Where date of manufacture cannot be decoded from S/No the date of manufacture should be printed on module label	
<b>D</b>		<b>Installation Manual</b>	
1.0		Manual provided for all model numbers on application	
2.0		Manual includes instruction on how to safely handle modules	

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3.0		Manual includes instructions on how to mechanically mount modules	
	3.1	Manual includes information on clamping zones, number of clamps/bolts required	
	3.2	If clamps are not recommended this information is also provided in datasheet	
	3.3	Manual includes information for mounting in high wind or snow conditions if these are claimed on datasheet	
4.0		Manual includes instructions on how to electrically connect modules	
	4.1	Manual includes instructions on connecting modules in series/parallel	
	4.2	Manual includes instructions on earthing/ground of modules	
5.		Manual includes information on electrical safety	
6.0		Manual includes information on maintenance of modules	
7.0		Technical specs in manual are verified by Test Reports/CDF	
8.0		Manual is clear and does not contain any misleading information	
9.0		Manual is in a form suitable for an installer to use	
<b>E</b>		<b>Datasheet</b>	
1.0		Datasheet provided for all model numbers on application	
2.0		Datasheet shows Certificate Holder name	
3.0		Datasheet shows full model number	
4.0		Electrical data on datasheet is verified by Certificate/CDF/Test Reports	
	4.1	Datasheet shows Power Rating at STC	
	4.2	Datasheet shows Open Circuit Voltage and Short Circuit Current at STC	
	4.3	Datasheet shows Power Sorting Tolerance (Binning Tolerance)	
		Sorting Tolerance (Binning Tolerance) shall be no more than +/-5W from nominal	
	4.4	Datasheet shows Power Measurement Tolerances (Optional See Note 1)	
		Measurement tolerances shall be no more than +/- 5% for crystalline modules	
	4.5	Datasheet shows Max Overcurrent Protection Rating (Fuse Rating)	
	4.6	Datasheet shows Max System Voltage	
	4.7	Datasheet shows fire class rating	
	4.8	Module frame size/dimension conforms to CDF	
5.0		Datasheets shows make and model of PV Connector  (MC4 or MC4 Compatible is not permitted – Multi-Contact or Staubli connectors may be represented as “ Genuine MC4”)	
6.0		Datasheets states country of manufacture (or assembly if cells are manufactured in a different country to where modules are assembled)	

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		A company address is insufficient to present country of manufacture	
7.0		If any features considered to be an enhanced listing feature by the CEC (PID, salt mist or ammonia resistance, higher wind load ratings etc) are claimed on the datasheet or selected on the application, the applicant must provide the appropriate test report or certification as required by the CEC.	
	7.1	If the certificates for enhanced listing features references a different Bill of Materials (BOM) which overlaps the CDF for the IEC 61215/61730 Certificate, a manufacturer's declaration is required for the Enhanced Listing features to be accepted.	
	7.2	Where a manufacturer does not wish to provide a declaration, the enhanced listing features on the sales datasheet shall be shown as "Optional or "On Request"	
	7.3	If the certificates for enhanced listing features references a different Bill of Materials (BOM) from the CDF for the IEC 61215/61730 Certificate with no overlap, the enhanced listing features should be removed from the datasheet	
8.0		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.)	
9.0		Warranty information on datasheet matches information provided in Warranty T&Cs	
10.0		Datasheet is clear and does not contain any misleading information	
<b>F</b>		<b>Module Label Design</b>	
1.0		Sample Label designs are submitted for all model numbers on application	
	1.1	Alternatively, at least 1 sample label design is submitted for every PV Module series	
2.0		Label shows Certifier Mark as per IEC 61215/61730 Certificate issued by NCB	
3.0		Only 1 Certifier Mark for IEC 61215/61730 permitted on the label	
	3.1	If applicant has been given an enhanced listing, and the certifier issues special certifier marks for enhanced listing standards, the label can show the certifier mark for the appropriate enhanced standard(s)	
4.0		Label shows Certificate Holder name	
5.0		Label shows full model number	
6.0		Electrical data on label is verified by Certificate/CDF/Test Reports	
	6.1	Label shows Power Rating at STC	
	6.2	Label shows Open Circuit Voltage and Short Circuit Current at STC	
	6.3	Label shows Power Measurement Tolerances (Optional See Note 1)	
	6.4	Label shows Max Overcurrent Protection Rating (Fuse Rating)	
	6.5	Label shows Max System Voltage	
	6.6	Label shows fire class rating (Optional)	
7.0		Label states country of manufacture (or assembly if cells are manufactured in a different country to where modules are assembled)	

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		A company address is insufficient to present country of manufacture	
8.0		Label identifies the version of IEC 61215/61730 modules are certified to. Labels to state “tested to IEC 61215: 2016 and IEC 61730: 2016” or similar	
		Alternatively, if the Certifier Mark allows the Standards versions to be traced then the logo does not need to state versions of IEC 61215/61730	
9.0		Label does not show CEC logo.	
10.0		Label should not be misleading.	
<b>G</b>		<b>Warranty Terms and Conditions</b>	
1.0		Product guarantee and performance warranty is not misleading and agrees with the warranty conditions on the datasheet	
2.0		Warranty document includes a statement of consumer rights under Australian Consumer Law (Refer to Note 2)	
3.0		Warranty document has contact details for both manufacturer and importer for claiming warranty – this includes name, address, email address, phone number, web address	
	3.1	Alternatively, there can be 1 version of the Warranty Terms and Conditions document containing only the contact information for manufacturer and another Warranty Terms and Conditions document per importer contain contact information for manufacturer and importer	
<b>H</b>		<b>Manufacturer Requirements</b>	
1.0		Manufacturer has a website accessible by the public for manufacturers documentation as submitted and approved by the CEC  Documents may be uploaded under an “Australian Market” section to avoid conflict with documents for the global market	
	1.1	Manufacturer has a publicly available copy of the Datasheet on their website	
	1.2	Manufacturer has a publicly available copy of the Installation Manual on their website	
	1.3	Manufacturer has a publicly available copy of the Warranty T&Cs on their website  This can be the version with just the Manufacturer’s Contact Details	
<b>I</b>		<b>Importer Requirements</b>	
1.0		Applicant has provided a full list of importers	
2.0		Importers have been sent the Importer Declaration and returned signed copy with warranty policy.	
3.0		Every importer of the modules to Australia is identified on the application, with ABN website and contact details. (ABN is Verified on ABN Lookup Website)	

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4.0		Importer must be Australian company with an ACN, or an individual, not a business name or a trust. (ACB is verified on ASIC website)	
5.0		Importer has a website accessible by the public for manufacturers documentation as submitted and approved by the CEC	
	5.1	Importers who import directly for large scale commercial projects (>100kW) only do not have to upload manufacturers documentation to their website	
	5.2	Importer has a publicly available copy of the Datasheet on their website	
	5.3	Importer has a publicly available copy of the Installation Manual on their website	
	5.4	Importer has a publicly available copy of the warranty on their website  This must be the version with both manufacturer's contact details and importer contact details	
	5.5	If importer is Australian subsidiary to global manufacturer documents can be uploaded under Australian Market section on global website	
	5.6	If importer is Australian subsidiary to global manufacturer and documents are uploaded under Australian Market section on global website, the contact details of the local Australian branch office (if any) should be available on global website	
<b>J</b>		<b>Enhanced Listing</b>	
1.0		Enhanced listing requested	
2.0		Verified using the PV Module Enhanced Listing Checklist	
3.0		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>K</b>		<b>Final Checks [CEC Internal Use Only]</b>	
1.0		Check existing listings for model numbers in the current application – Expire old listings if necessary to avoid duplicate listings	
2.0		Check that the expiry date of the CEC listing is not after the certification expiry date – Change expiry date to Certificate expiry date if Certificate expiry date is before standard CEC listing expiry date (3 yrs)	
3.0		Check existing listings for Certificate Holder for existing listings certificate currency and suspend listings if necessary.	

### Note 1: Power Rating Measurement Tolerances

In the event the modules are selected for testing in the CEC compliance and testing program, tolerances are only applied if they are stated on both datasheet and label. If no measurement tolerances are given or they are only on datasheet/label this will assumed to be zero.

**Note 2: 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

The mandatory text must be written as stated above. No changes to the wording or format is allowed.

For more details please refer to ACCC website:

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