

MCS CONTRACTOR SCHEME

YOUR GUIDE TO REGISTRATION



THE POWER BEHIND YOUR BUSINESS



MCS

WELCOME **THANK YOU FOR APPLYING** **TO BECOME PART** **OF NICEIC**

NICEIC is the market leading certification body for the MCS Contractor Scheme, Competent Person Schemes, PAS 2030 Scheme and Approved Contractor Scheme.

We have been assessing the competence of contractors across the construction industry for over sixty years.

Choosing to become NICEIC registered sets your business apart.

There are many benefits to becoming an NICEIC registered contractor, more of which can be found inside this guide, and in addition we promise to work hard at promoting your business to consumers, householders and specifiers.

We look forward to working with you and your business.

PURPOSE OF THIS GUIDE

This guide is designed to help you through the application process for the MCS Contractor Scheme. It covers the process step by step, including sections on how to complete your application, how to prepare for your assessment and what happens once your business is registered.

If at any point you need any advice or assistance with any of the information contained in this guide, contact our friendly sales team on **0333 015 6626** who will be happy to help.

HOW TO APPLY

CALL US 0333 015 6626

EMAIL US JOIN@NICEIC.COM

WEBSITE NICEIC.COM

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OLD WHITTINGTON
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BENEFITS OF JOINING NICEIC

OUR AIM IS TO PROVIDE THE WHOLE PACKAGE TO CONTRACTORS BY OFFERING MANY ADDED VALUE SERVICES TO MAKE YOUR LIVES EASIER.

REGISTERING WITH NICEIC WILL GIVE YOU ACCESS TO THE FOLLOWING:

TOOLS TO BUILD YOUR BUSINESS

- A listing on niceic.com
- NICEIC and scheme logos for your company vehicles, stationery and website
- NICEIC personalised business stationery and photo ID cards available to order
- Your work covered by the Platinum Promise
- NICEIC contractors promoted to consumers and specifiers
- Opportunity to become registered with Which? Trusted Traders - trustedtraders.which.co.uk/for-traders
- Opportunity to become registered with TrustMark - trustmark.org.uk

TECHNICAL SUPPORT

- Priority access to the technical helpline
- Technical seminar events including our TechTalks and award winning Live events

TOOLS FOR YOUR TRADE

- Free quarterly Connections magazine
- Access to Online Certification to certify and notify your work - niceiconline.com
- Discounted training courses
- Access to discounted products including workwear, tools, test equipment and industry-leading publications - shop.niceic.com
- Exclusive insurance products - niceic-and-elecsa-insurance.com
- Discounted vehicle leasing

PLATINUM PROMISE



All customers of NICEIC registered contractors are covered by the NICEIC Platinum Promise. Our Platinum Promise provides assurance to your customers that any work that has not been carried out in compliance with the building regulations or installation standards will be rectified. The Platinum Promise lasts for six years from the date of work completion and covers up to a limit of £25,000 for any one installation. It provides consumers with extra peace of mind and gives NICEIC registered contractors a competitive edge over others.

WHAT IS THE MCS CONTRACTOR SCHEME?

The Microgeneration Certification Scheme (MCS) certifies Microgeneration technologies used to produce electricity and heat from renewable sources. The following technologies are included within the MCS scheme.

- Solar Thermal Hot Water (MIS 3001)
- Solar Photovoltaic (PV) (MIS 3002)
- Micro and Small Wind Turbines (MIS 3003)
- Biomass (MIS 3004)
- Heat Pumps (Air and Ground Source) (MIS 3005)
- Combined Heat and Power (CHP) (MIS 3007)

In order to supply, design and install any of the above renewable technologies, your business must become a Certified MCS Contractor to enable your customers to take advantage of Government incentives such as the Renewable Heat Incentive (RHI) and Smart Export Guarantee (SEG).



WHAT IS THE **RENEWABLE HEAT INCENTIVE (RHI)?**

THE DOMESTIC RENEWABLE HEAT INCENTIVE (RHI) IS A GOVERNMENT FINANCIAL INCENTIVE TO ENCOURAGE A SWITCH TO RENEWABLE HEATING SYSTEMS.

If you're a certified MCS Contractor or working in the renewable heating industry there are some things you need to know. We have supplied an information snapshot regarding the Domestic RHI. For more information please read the Domestic Renewable Heat Incentive essential guide for installers [ofgem.gov.uk/publications-and-updates/domestic-renewable-heat-incentive-essential-guide-installers](https://www.ofgem.gov.uk/publications-and-updates/domestic-renewable-heat-incentive-essential-guide-installers)

SUPPORTING YOUR CUSTOMERS

The application process is designed to be straightforward for homeowners and registered landlords. Unlike the Non-Domestic RHI, you won't be able to complete the application form for them.

For most applicants, payments are based on an estimation of the property's heat use known as 'deeming'. In certain circumstances, others must install metering and submit regular readings to receive payments.

ELIGIBILITY CRITERIA

There are four eligible renewable heating system types.

- Solar Thermal Panels
- Air Source Heat Pumps
- Ground Source Heat Pumps
- Biomass Boilers and Stoves

It's not enough just to have one of the renewable technologies listed. Installation products must be included on the Product eligibility list.

Your installation company must be MCS certified, registered to install the customers chosen renewable technology. When dealing with domestic customers, you must be registered with a CTSI Consumer Codes Approval Scheme (CCAS).

It is possible for the heating system for your Domestic RHI customer to be the first installation you do and that which you use to gain registration under MCS, as long as you can issue an MCS certificate for it.

Property eligibility criteria for the Domestic RHI:

- Must meet minimum insulation requirements of loft and cavity wall if applicable
- Provide a domestic Energy Performance Certificate (EPC) to prove its domestic 'dwelling' status and it must be no more than 24 months old
- For the Domestic RHI the renewable heat technology can provide heat for a single domestic property or a main house and outbuildings that form part of the same property (e.g. garages, sheds, pool houses)
- The property must have been occupied before the first commissioning date of the heating system. This is to prevent building developers claiming the Domestic RHI. Self-build properties are exempt from the 183 days occupancy declaration

EVIDENCE REQUIREMENTS FOR CONTRACTORS

All applicants need:

- MCS Installation certificate number
- Domestic Energy Performance Certificate (EPC) number

They also have to:

- Answer eligibility questions and sign up to the scheme rules
- Provide personal information, including bank details
- Provide information on the cost of the heating system for scheme evaluation (give them an itemised account with separate equipment and labour costs)

Some applicants need to provide additional evidence – Registered social landlords making their first application need to provide their organisation's registration number, the registered name and address and a letter of authorisation for their authorised representative.

Where the property has to be metered, your customer will need to provide additional information about their metering arrangements which they get in documents from you.

WHAT IS THE SMART EXPORT GUARANTEE?

INTRODUCED BY THE GOVERNMENT IN 2019, NEW HOMES AND BUSINESSES CREATING 50KW OR LESS AND EXPORTING SURPLUS ELECTRICITY TO THE GRID WILL BE PROVIDED A PAYMENT FROM SUPPLIERS UNDER A NEW GOVERNMENT SCHEME.

Homes and businesses generating renewable and low-carbon electricity are guaranteed money for power supplied to the grid.

The Smart Export Guarantee (SEG) will ensure small-scale electricity generators installing solar, wind or other forms of renewable generation with an electrical capacity of 50kW or less will be paid for each unit of electricity they sell to the grid, tracked by their smart meter.

The previous Feed-in Tariffs (FiT) scheme closed to new entrants from 31 March 2019.

SEG is designed to continue to grow the small-scale renewables export market by supporting local generation.

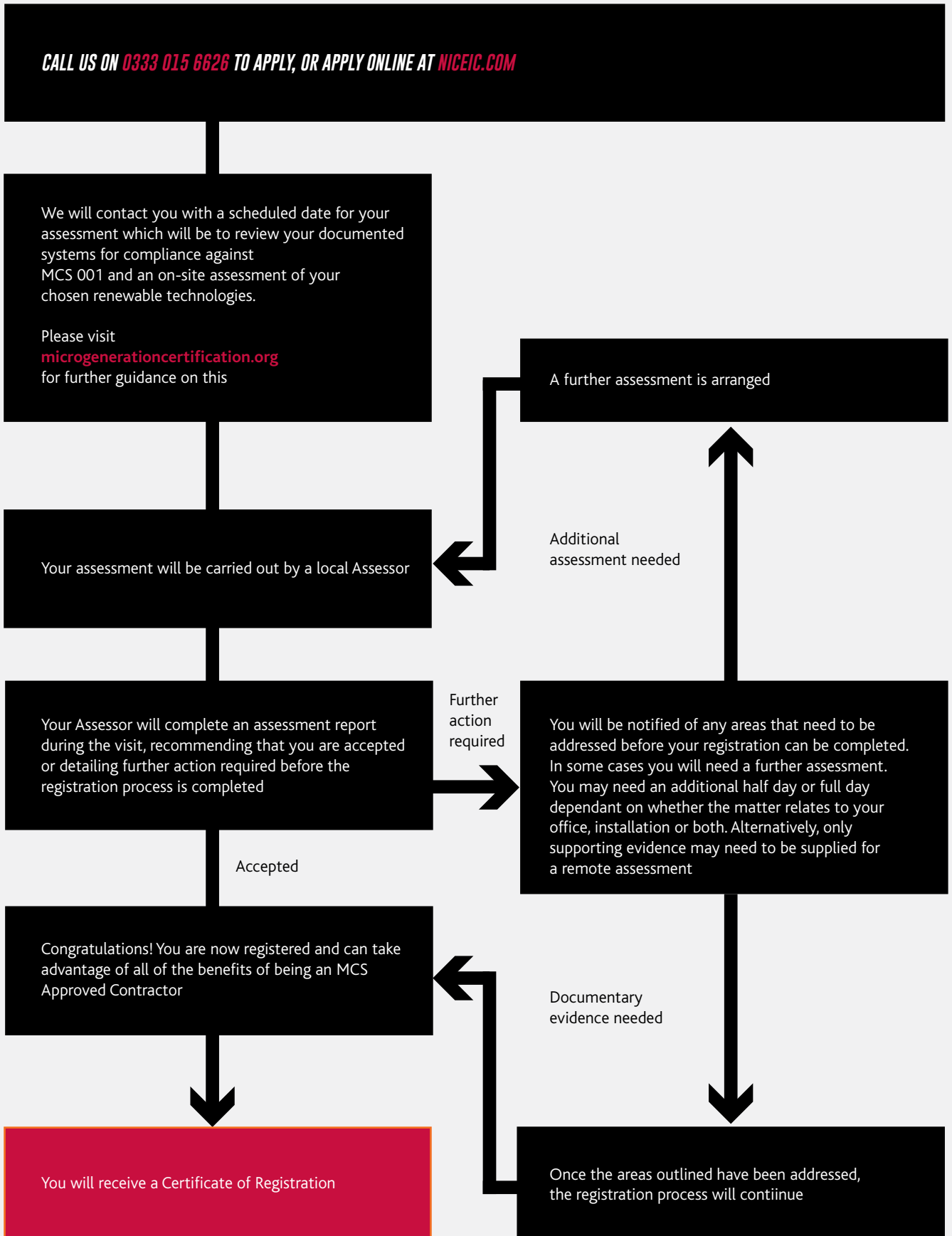
TO BENEFIT FROM THE SEG

- Installations up to and including 50kW in size must use MCS certified technology
- Installations up to and including 50kW in size must be installed by an MCS certified contractor
- Exported power must be metered, with a meter capable of reporting exports on a half hourly basis

Mandated suppliers will have to offer at least one SEG compliant tariff from 1 January 2020.

For more information on SEG please read https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/807393/smart-export-guarantee-government-response.pdf

THE REGISTRATION PROCESS



STEPS TO BECOMING AN MCS REGISTERED CONTRACTOR

There are several different ways to apply to register with NICEIC:

- Call our team on **0333 015 6626**. We will take all of your details and initial application fee over the phone and get your application started
- Apply online at **[niceic.com](https://www.niceic.com)**

Please note when completing your application:

- Subsequent annual fees are charged, either from the date of initial application or the date of certification dependent on the scheme applied for

Payment of the full balance is required at the time of application via credit card, BACS transfer or cheque.



REGISTRATION REQUIREMENTS CHECKLIST

LISTED BELOW IS A SUMMARY OF THE APPLICATION REQUIREMENTS FOR THE MCS CONTRACTOR SCHEME. EACH TECHNOLOGY HAS INDIVIDUAL SPECIFIC REQUIREMENTS.

Does the company hold copies and have access to the building regulations and other relevant standards?

Does the company complete installation certification/or installation, certification and sign off, as detailed in the building regulations or other relevant standards?

Does the company have a minimum of £2 million Public Liability Insurance and (where appropriate) Professional Indemnity Insurance/Employers liability insurance?

NICEIC Insurance Services are able to offer contractors highly competitive rates on Public Liability Insurance. For more information call **0333 015 6629** or visit niceic-and-elecsa-insurance.com

Registered with a Chartered Trading Standards Institute (CTSI) Consumer Codes Approval Scheme (CCAS)

Have systems and processes been implemented, specific to the company and in accordance with the requirements of MCS 001 document?

Does the company have and maintain suitable tools and equipment for all installation work covered?

Has the company completed an installation for each of the technologies applied for, in accordance to the MIS standards that could be made available for the arranged assessment date?

PREPARATION FOR THE ASSESSMENT VISIT

THE ASSESSMENT VISIT FOR THE MCS CONTRACTOR SCHEME COMPRISES OF TWO PARTS:

1. ASSESSMENT OF THE MANAGEMENT SYSTEM USED BY THE COMPANY

The company will be assessed against the relevant scheme requirements (MCS 001).

To ensure you are fully prepared for your assessment, please have the following in place:

- Have an individual responsible for the company's certification and all activities relating to MCS (the nominee)
- Have a health and safety policy that identifies risks associated with the installation of renewable technologies
- Have a process for identifying and resolving product and process non-conformities
- Maintain records of activities relating to MCS
- Operate a complaints process that manages issues relating to MCS
- Have a process for ensuring and recording all equipment is calibrated and maintained
- Ensure all product storage and transportation is conducted safely, and in accordance to manufacturer's instructions
- Record and ensure all employees and subcontractors maintain competence and are appropriately trained
- Have a process for assigning work to the appropriate staff and supervising their work
- Demonstrate management of subcontractors if applicable
- Ensure work is inspected and verified by the appropriate competent person
- Have a process which details the work specific tasks that should be undertaken for each installation
- Have a process for managing any changes in specification that will change the installation process
- Have a process for declaring installations meet the requirements of MCS
- Ensure work is undertaken by Competent Persons and in compliance with the Building Regulations

2. ON-SITE ASSESSMENT OF INSTALLED RENEWABLE TECHNOLOGIES

The contractor needs to demonstrate it can install the requested renewable technologies. This is established through an on-site assessment. The installation provided for the on-site assessment should:

- Be within reasonable driving distance from the office of the company (30 minutes drive)
- Have been pre-arranged with the customer to ensure permission is granted and access is available
- Have a risk assessment to ensure the safety of all personnel
- Be accompanied by the operative that was responsible for the installation work
- Have one example of each technology installed; it is preferable if more than one measure is located at the same site

OUTCOME OF ASSESSMENT

At the end of your assessment, the assessor will make one of the following recommendations:

Recommended – Your company will be recommended for registration if your management system and installation work are compliant.

Recommended on submission of evidence – Your company did not fulfill all the assessment requirements, however identified issues are minor and can be addressed, through the submission of evidence.

Not Recommended – Your company did not comply with the requirements of the scheme on either the office or on-site assessment.

The results of your assessment will then be reviewed by a different assessor who will grant certification if you have been successful.

MORE INFORMATION ON OUR MCS SCHEME CAN BE FOUND ON OUR WEBSITE NICEIC.COM

COMPANY ROLES

APPENDIX A OF EACH OF THE MCS CONTRACTOR STANDARDS (MIS) DETAILS WHAT CONTRACTORS NEED TO HAVE IN PLACE TO DEMONSTRATE COMPLIANCE WITH THE SCHEME COMPETENCY REQUIREMENTS FOR THE NOMINEE, TECHNICAL PERSON(S) AND ALL OTHER REQUIRED ROLES.

For personnel within your business MCS has requirements on who your business has in place and their level of experience.

1. MANDATORY ROLES

Nominee

The Nominee is ultimately the person responsible for ensuring that the MCS Contractor meets the MCS scheme requirements. This role MUST be fulfilled by a full-time senior employee of the MCS Contractor such as a Director. This role can only be fulfilled by one individual.

Nominated Technical Person(s) (NTP)

Nominated Technical Person(s) are responsible for all technical aspects on behalf of the MCS Contractor within the scope of its MCS certification.

The MCS Contractor shall assign a Nominated Technical Person for each Technology within the scope of certification for which they are applying or maintaining their certification.

One or more individuals may fulfil the role of Nominated Technical Person for one or more of the technologies within the scope of the MCS Contractors certification.

2. DEMONSTRATION OF QUALIFICATIONS

This route requires companies to provide evidence that they hold the relevant qualifications to satisfy the entry requirements for each technology they are applying for.

These qualifications are mapped on the online Competency Checker Tool at microgenerationcertification.org/competency-criteria

Within this guide we have provided a list of qualifications which we have reviewed against this map as meeting the criteria required.

3. ROUTES TO DEMONSTRATE COMPETENCE

To help Contractors determine the best route for their business to demonstrate competence for Technical Representatives please refer to the following table:

ROUTE 1	
Levels of experience and competency	<p>Nominated Technical Representative has 3 or more years of experience within the area of work relating to the scope of certification applied for.</p> <p>They will have supporting auditable evidence such as CV, competence records, appropriate witness testimony, documents that they have completed for client installations and / or qualifications.</p> <p>* Evidence of maintenance of competency records and/or a matrix with an on-going review of changes to industry, applicable updates to standards potentially supported by continuous professional development.</p> <p>These individuals could have been away from the industry for a period of time but will have kept up to date with the current scheme requirements.</p>
Suitable Routes	**Evaluation by a MCS Certification Body directly could be a suitable route.
ROUTE 2	
Levels of experience and competency	<p>Nominated Technical Representative has 1 to 3 years of experience within the area of work relating to the scope of certification applied for.</p> <p>They will have supporting auditable * evidence such as CV, appropriate witness testimony, relevant qualifications and or relevant competencies.</p> <p>These individuals will need to have been working in their current role without a break and be up to date with the current scheme requirements.</p> <p>There will be sufficient evidence in the form of a portfolio demonstrating auditable evidence relevant to the scope for which they are making an application for.</p>
Suitable Routes	It is expected that these individuals will have to complete a portfolio setting out how they meet the competency required. This portfolio should be provided for **evaluation by a MCS Certification Body.
ROUTE 3	
Levels of experience and competency	<p>Less than a years' worth of experience within the area of work relating to the scope of certification applied for. Considered as new entrants.</p>
Suitable Routes	Qualifications as per the table titles MCS Course list.

*Any evidence submitted to NICEIC shall be sufficiently robust to allow an audit trail to be followed when the evidence is evaluated by NICEIC.

** Evaluation length and cost will depend on the size, experience and auditable competence within the company. Should partial competence be evidenced through qualifications then only part competence will need to be assessed through this route.

MCS COURSE LIST*

THESE QUALIFICATIONS ARE AN EXAMPLE OF THOSE MAPPED ON THE ONLINE COMPETENCY CHECKER TOOL AT MCSCERTIFIED.COM/WP-CONTENT/UPLOADS/2019/09/MCS-COMPETENCY-GUIDANCE.PDF

HEAT PUMPS		
EAL	Level 3	Award in the Installation of Heat Pump Systems (Non-refrigerant Circuits)
EAL	Level 3	Award in the Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits)
City & Guilds	Level 3	Award in the Installation of Heat Pump Systems (Non-refrigerant Circuits)
City & Guilds	Level 3	Award in the Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits)
BPEC	Level 3	Award in the Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits)
LCL	Level 3	Award in the Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits)
ProQual Ltd		Award in the Installation of Heat Pump Systems (Non-refrigerant Circuits)
EAL	Level 3	Award in the Installation of Small Scale Solar Photovoltaic Systems
NICEIC		Heat Pump Qualification
SOLAR PV		
EAL	Level 3	Award in the Installation of Small Scale Solar Photovoltaic Systems
EAL	Level 3	Award in the Installation and Maintenance of Small Scale Solar Photovoltaic Systems
City & Guilds	Level 3	Award in the Installation of Small Scale Solar Photovoltaic Systems
City & Guilds	Level 3	Award in the Installation and Maintenance of Small Scale Solar Photovoltaic Systems
BPEC	Level 3	Award in the Installation and Maintenance of Small Scale Solar Photovoltaic Systems
LCL	Level 3	Award in the Installation and Maintenance of Small Scale Solar Photovoltaic Systems
ProQual Ltd	Level 3	Award in the Installation and Maintenance of Small Scale Solar Photovoltaic Systems
ProQual Ltd	Level 3	Award in the Installation of Small Scale Solar Photovoltaic Systems

*The above course list is an example of those mapped on the online MCS Competency Checker Tool. This list is subject to change. For the most up to date information and full list please visit mcs-certified.com/wp-content/uploads/2019/09/MCS-Competency-Guidance.pdf

SOLAR THERMAL		
EAL	Level 3	Award in the Installation of Solar Thermal Hot Water Systems
EAL	Level 3	Award in the Installation and Maintenance of Solar Thermal Hot Water Systems
City & Guilds	Level 3	Award in the Installation of Solar Thermal Hot Water Systems
City & Guilds	Level 3	Award in the Installation and Maintenance of Solar Thermal Hot Water Systems
BPEC	Level 3	Award in the Installation and Maintenance of Solar Thermal Hot Water Systems
LCL	Level 3	Award in the Installation and Maintenance of Solar Thermal Hot Water Systems
ProQual Ltd	Level 3	Award in the Installation and Maintenance of Solar Thermal Hot Water Systems
ProQual Ltd	Level 3	Award in the Installation of Solar Thermal Hot Water Systems
NICEIC		NICEIC Solar Thermal Hot Water Installer Mapped assessment process
BIOMASS		
HETAS	N/A	HETAS Biomass Appliance Installer Mapped Course and assessment process
City & Guilds	Level 3	NVQ Diploma in Domestic Plumbing and Heating
BPEC	N/A	BPEC Solid biomass and biomass heating systems
WIND TURBINES		
		Manufacturers Certificated Training
CHP - COMBINED HEAT AND POWER		
BPEC		Defined Scope Baxi Ecogen mCHP

*The above course list is an example of those mapped on the online MCS Competency Checker Tool. This list is subject to change. For the most up to date information and full list please visit mcs-certified.com/wp-content/uploads/2019/09/MCS-Competency-Guidance.pdf

AFTER YOU ARE REGISTERED

Your company details will be uploaded to MCS at <https://mcs-certified.com>. You will also be able to display the MCS mark, to help promote your business and notify completed installations to the Microgeneration Installation Database (MID).

Your customers will also now be able to access RHI and SEG once you have completed installations on their behalf.

As an MCS Contractor you must demonstrate that you are continuing to comply with NICEIC Scheme Rules and that technical standards are being maintained.

We ensure this by undertaking a surveillance assessment with you on a regular basis, normally once a year.

USEFUL CONTACT INFORMATION

SALES

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CUSTOMER.SERVICES@NICEIC.COM

TRAINING

0333 015 6627
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