



***MCS CONTRACTOR SCHEME
GUIDE***

THE POWER BEHIND YOUR BUSINESS



WELL KNOWN & HIGHLY RESPECTED

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

Choosing to become NICEIC certified sets your business apart.

There are many benefits to becoming an NICEIC certified contractor, details 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.

NICEIC is the leading industry voice of Technical Excellence, with over 65 years heritage.

Platinum Promise

Put simply, our Platinum Promise is protection for your customers. If an NICEIC certified contractor carries out work that falls within their scope of certification but it turns out to be non-compliant – and they then stop trading – then we will step in. At no extra cost to the customer, we will employ another contractor to rectify the non-compliant work. Subject to the Platinum Promise Conditions & Exclusions.



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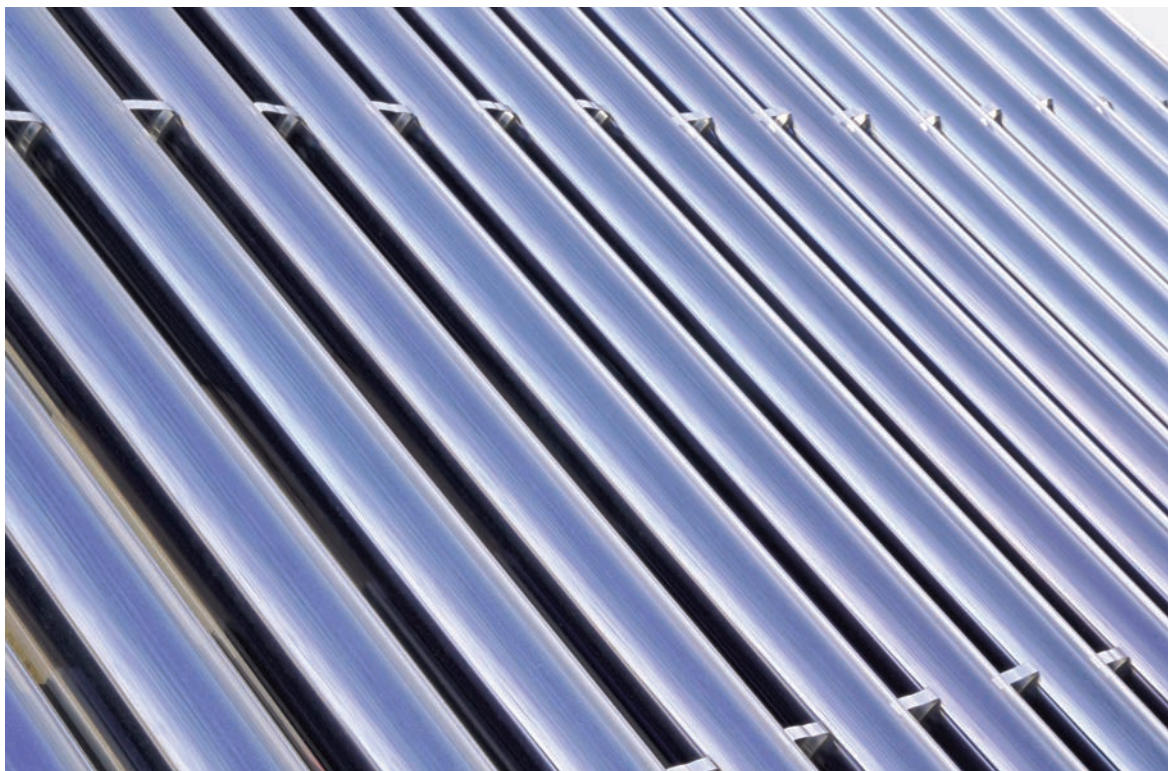
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SCHEME OVERVIEW

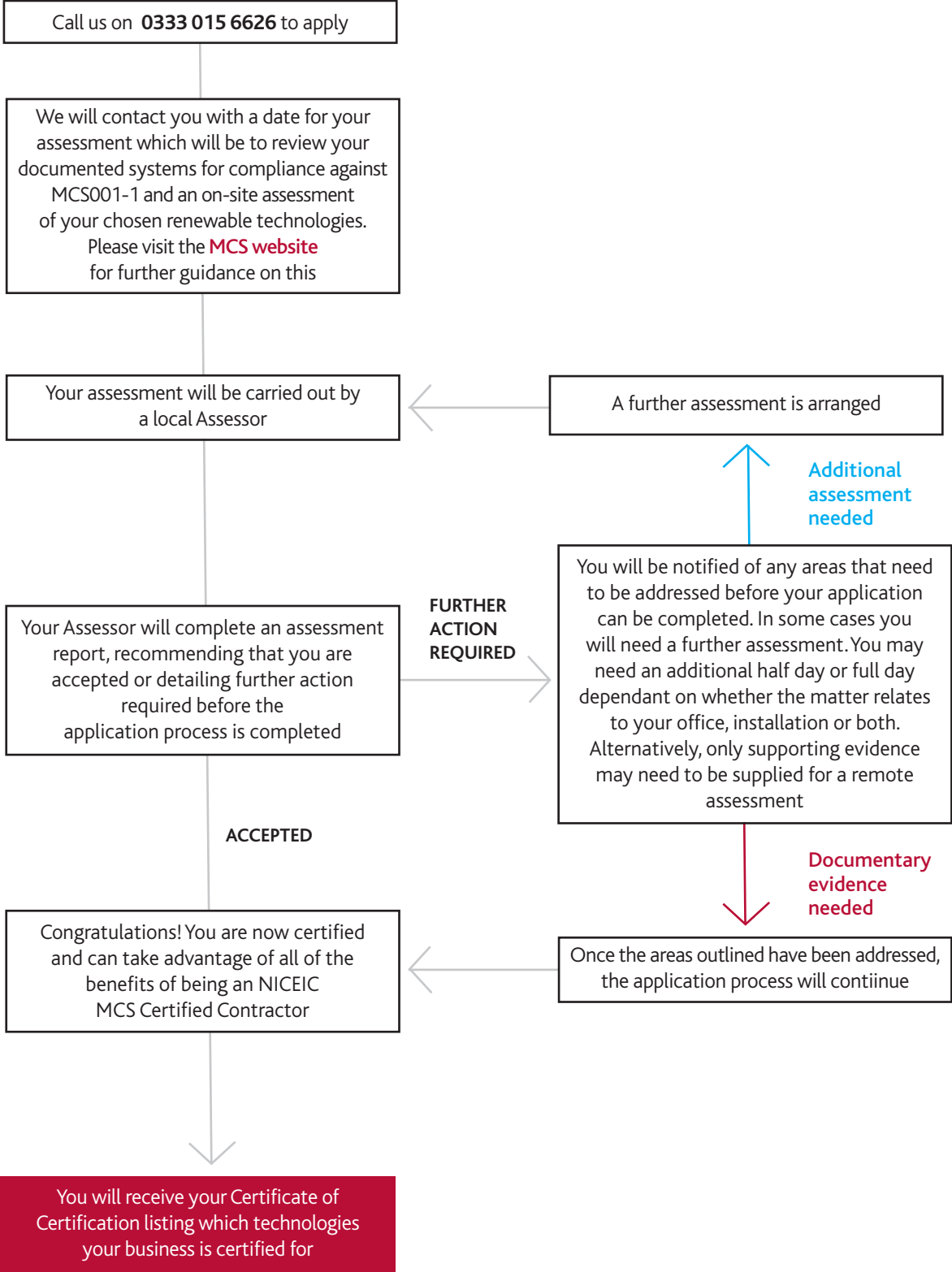
The Microgeneration Certification Scheme (MCS) certifies Microgeneration technologies used to produce electricity or heat from renewable sources. The following technologies are included within NICEIC's MCS scheme:

- Solar Thermal Hot Water (MIS 3001)
- Solar Photovoltaic (PV) (MIS 3002)
- Heat Pumps (Air and Ground Source) (MIS 3005)

Becoming a certified MCS Contractor will demonstrate your business can design, supply and install the above renewable technologies, being a part of the scheme will enable your customers to access government incentives such as the Boiler Upgrade Scheme (BUS), Home Energy Loan in Scotland and Smart Export Guarantee (SEG).



APPLICATION PROCESS



APPLICATION REQUIREMENTS CHECKLIST

Listed below is a summary of the application requirements for the MCS Contractor Scheme. Each technology has individual specific requirements.

- Does the business have access to the building regulations and other relevant standards?
- Does the business complete installation certifications/or installations, certification and sign off, as detailed in the building regulations or other relevant standards?
- Does the business have a minimum of £2 million Public Liability Insurance and (where appropriate) Professional Indemnity Insurance/Employers liability insurance. The insurance must cover the range of work that you undertake. NICEIC Insurance Services are able to offer contractors highly competitive rates on Public Liability Insurance. For more information call 0333 015 6629 or visit our [insurance website](#)
- Registered with a Chartered Trading Standards Institute (CTSI) Consumer Code. [HIES Scheme](#) | [RECC](#)
- Have systems and processes been implemented, specific to the business and in accordance with the requirements of [MCS001-1](#) document?
- Does the business have and maintain suitable tools and equipment for all installation work covered?
- Has the business completed an installation for each of the technologies applied for, in accordance to the MIS standards that will be made available for the arranged assessment date?



PREPARATION FOR YOUR ASSESSMENT

The assessment of the MCS Contractor Scheme comprises of two parts:

1. Assessment of the management system used by the business

You will be assessed against the relevant scheme requirements (MCS001-1).

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

- Have an individual responsible for the business's certification and all activities relating to MCS (the nominee - usually a business owner or director)
- 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
- Have a 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. Onsite assessment of installed renewable technologies

You need to demonstrate a minimum of one installation for each of the requested renewable technologies. This is an on site assessment.

The installation provided for the on-site assessment should:

- Be within reasonable driving distance from the office of the business (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 applied for; it is preferable if more than one measure is located at the same site
- Be the business's own work that they take full responsibility for, which includes any liabilities for non-conformances
- Not have been notified to the MCS Installation database by a third party
- Be a completed installation which demonstrates compliance with the relevant MCS requirements

Outcome of Assessment

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

Recommended - Your business will be recommended for certification if your management system and installation work are compliant.

Further action required - Your business will be notified of any areas that need to be addressed. In some cases you will need an additional half day or full day assessment dependant on whether the matter relates to your office, installation or both. Alternatively, only supporting evidence may need to be supplied for a remote assessment.

Not Recommended - Your business did not comply with the requirements of the scheme at 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](#)

AFTER YOU ARE CERTIFIED

Your business's details will be uploaded to MCS at <https://mcscertified.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 government funding 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 assessing a minimum of one installation of each technology you are certified for, with appropriate documentation, every year.

COMPANY ROLES

MCS 025 The Competency Standard details what contractors need to have in place to demonstrate compliance with the scheme competencies requirements for the Nominee, and Nominated Technical person(s).

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

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

The MCS Scheme maintains a list of approved qualifications on [mcscertified.com](https://www.mcscertified.com)

MCS COURSE LIST*

These qualifications are an example of those identified by MCS and meeting the scheme competency requirements.

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 |
| 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 |

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 |

* The above course list is an example of those listed by MCS as mapping to the scheme competency requirements, please visit [mcscertified.com](https://www.mcscertified.com) to access the full list of approved options.



Smart Export Guarantee (SEG)

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 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.

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 have been required to offer at least one SEG compliant tariff from 1 January 2020.

Click [here](#) to read more information on SEG.

Boiler Upgrade Scheme (BUS)

The Boiler Upgrade Scheme (BUS) is a UK Government initiative to encourage more people in England and Wales to install low carbon heating systems, such as heat pumps.

The Boiler Upgrade Scheme covers some low carbon heating systems:

- Air source heat pump: £5,000 off cost and installation.
- Ground source heat pump: £6,000 off cost and installation.

With £450m of funding available the scheme runs from 2022 to 2025. Low carbon heating systems installed after 1 April 2022 will be eligible for funding under the scheme. The new heating systems must be able to meet the full space heating and hot water requirements of the property and meet certain technical standards, such as the relevant MIS and minimum efficiency requirements.

Home Upgrade Grant (HUG)

The Home Upgrade Grant (HUG), was part of the Department for Business, Energy and Industrial Strategy's (BEIS) plans to tackle fuel poverty, homes will benefit from the initial £67m funding round under HUG. All upgrades will be offered to low-income houses that are not currently connected to the gas grid and are ranked as Energy Performance Certificate (EPC) band D or lower.

The Home Upgrade Grant primarily includes:

- Loft insulation
- Underfloor insulation
- Wall insulation
- Solar voltaic
- Low carbon technologies

For more information about the Home Upgrade Grant and eligibility, contact your local authority. Through to 2025, £950m will be allocated through the HUG scheme and 22 local authorities will receive funding.

Local Authority Delivery (LAD Scheme)

£500 million funding has been allocated to local authorities through the Local Authority Delivery (LAD) scheme, to improve the energy efficiency of homes of low-income households, helping reduce fuel poverty, phasing out high carbon fossil fuel heating, and delivering progress towards the UK's commitment to net-zero by 2050. The LAD scheme aims to raise the energy efficiency of low income and low energy performance homes with a focus on energy performance certificates (EPC ratings of E, F or G).

Social Housing Decarbonisation Fund (SHDF)

Registered providers of social housing (including private and local authority providers) can apply to Social Housing Decarbonisation Fund (SHDF) to support the installation of energy performance measures in social homes in England. Up to £160 million is available.

The SHDF will upgrade a significant amount of social housing stock to an Energy Performance Certificate (EPC) rating of C. Projects will follow a worst first, fabric first, approach to improving the energy performance of social housing by 31 January 2023.

The fund will help:

- Deliver warm, energy-efficient homes
- Reduce carbon emissions
- Tackle fuel poverty
- Support green jobs
- Develop the retrofit sector
- Improve the comfort, health and well-being of social housing tenants






The fund follows on from the Social Housing Decarbonisation Fund Demonstrator, where over 2,300 homes were improved to EPC Band C and at least 1,300 local jobs were supported.

FOR MORE INFORMATION OR TO ACCESS ANY OF OUR SERVICES CONTACT US NOW:

Telephone 0333 015 6626 **Email** renewablesadmin@certsure.com

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