



The Certification Mark for Onsite Sustainable Energy Technologies

MCS Standards Management Group Final Minutes 1st December 2016

Date: 1st December 2016, 10:30am – 16:00pm

Venue: Gemserv offices, 8 Fenchurch Place, London, EC3M 4AJ

Attendees:

No.	Name	Representing	WG no.	Organisation
In attendance				
1	Griff Thomas (GT)	PV (Chair)	WG02	GTEC Training
2	Andrew Hopton (AH)	Biomass	WG05	HETAS
3	Mark Lewitt (ML)	MCS Product CBs	n/a	KIWA
4	Kevin Lowe (KL)	Micro CHP	WG07, 08 and 09	British Gas
5	Graham Hazell (GH)	Heat Pumps	WG06	HPA
6	James Timbs-Harrison (JTH)	Heat Pumps	WG06	Mitsubishi
7	David Cowburn (DC)	MCS 001	WG11	Competent Persons Scheme
8	Neil Sawers (NS)	Solar Thermal	WG01	Grant UK
9	Danny Jones (DJ)	Competence Criteria	n/a	Expertina
10	Howard Roche (HR)	Metering (invitee with no voting rights until ToR updated)	n/a	Vital Energi
11	Katy Read (KR)	Government	n/a	BEIS
12	Christine Schams (CS)	Government	n/a	BEIS
13	Moira Swinbank (MS)	n/a	n/a	CF Interim CEO
14	Imogen Jamie (IJ)	MCS Administrator	n/a	Gemserv
15	Louise Evans (LE)	MCS Administrator	n/a	Gemserv
Apologies				
1.	Gideon Richards (GR)	MCS Steering Group	n/a	Consulting with Purpose
2.	John Holden (JH)	MCS Product CBs (Vice-Chair)	n/a	BRE Global
3.	Dani Putney (DP)	MCS Contractor CBs	n/a	NICEIC
4.	Stuart Elmes (SE)	Roofing Issues	WG10	Viridian Solar
5.	Tony Bowen (TB)	Heat Pumps	WG06	HPA
6.	Graham Wright (GW)	Heat Pumps	WG06	Daikin
7.	Jon Sturgeon (JS)	Roofing Issues	WG10	Solarcentury

Agenda:

No.	Agenda Item	Led by	Document Reference	Time
1	Welcome and approval of the agenda	Chair	Verbal	10:30
2	Minutes and actions from last meeting	Chair/ MCS Administrator	<ul style="list-style-type: none"> ➤ SMG_161201-02a - MCS SMG Draft minutes 20160928 v1.0 ➤ SMG_161201-02b - Action Log 	10:35
3	MCS scheme updates: <ul style="list-style-type: none"> • Novation • Management Panel 	Chair/ MCS Administrator	Verbal update	10:50
4	MCS Change Process	Chair/ MCS Administrator	<ul style="list-style-type: none"> ➤ SMG_161201-04a - MCS Change Process v1.1 (Draft 0.5) (tracked changes) 	11:00



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			➤ SMG_161201-04b - Draft change process revised v2.0	
5	MCS 025 and competency	Chair	➤ SMG_161201-05 - MCS 025 - MoN	11:15
6	MCS Working Group proposals and updates	Heat Pump Representative	<ul style="list-style-type: none"> ➤ SMG_161201-06a - MIS 3005 Issue 5.0 v0.3 (tracked changes) ➤ SMG_161201-06b - MCS Contractor's Performance Estimate Template for Heat Pumps v.1.6 ➤ SMG_161201-06c - MCS Heat Pumps Compliance Certificate v2.0 ➤ SMG_161201-06d - Heat Pump Handover Pack Checklist v2.1 ➤ SMG_161201-06e - Change Request Form - Updating MIS 3005 v1.1 ➤ SMG_161201-06f - Technical Assessment and Impact Assessment Form - Updating MIS 3005_v1.1 	11:35
		Competence Criteria Representative	Verbal Update	12:45
Lunch				13:00
7	MCS Working Group proposals and updates (cont.)	MCS 001 Representative	<ul style="list-style-type: none"> ➤ SMG_161201-07a - MCS 001 v3.0 ➤ SMG_161201-07b - MGD v1.0 ➤ SMG_161201-07c - Impact Assessment ➤ SMG_161201-07d - QMS website text 	13:30
		Micro CHP Representative	Verbal Update	14:30
8	RECC Performance Estimates Project	Andrew Hopton	Verbal Update	15:00
9	Handover Checklists and QMS requirements in MIS	Chair/ MCS Administrator	Verbal Update	15:15
10	AOB	All	Verbal update	15:45
11	Dates of next meeting: ➤ 25/01/2017	MCS Administrator	Verbal update	16:00

1. Welcome & Approval of Agenda

GT raised the SMG ToR and requested that HR step out of the room for a discussion to consider his attendance at SMG meetings going forward.

As the Heat Metering WG is not constituted in the current version of the SMG ToR, GT invited the views of members on HR's attendance.

DJ raised why this is an issue when HR has been invited to attend the past nine SMG meetings as an invitee until the next version of the SMG ToR have been approved. GT explained that he had undertaken a review of the SMG ToR in light of novation.

The SMG agreed that HR could remain an SMG invitee with no voting rights until the SMG ToR are updated post-novation to include Heat Metering as an official representative. It was agreed that HR would need to accept that anything discussed within the meeting will remain confidential in order to mitigate any confidentiality issues.



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HR was invited to return to the meeting and agreed to accept all discussion as confidential.

The Chair invited comments and AOBs for the agenda:

- DJ requested that item 5 ‘MCS 025 and competency’ be removed for discussion from the agenda as it includes a potential installer complaint that has bypassed the MCS Complaints Process. DC requested that if the item is removed, that the SMG discuss the March 2017 deadline and the Experienced Workers Route (EWR). GT confirmed that the item will remain for discussion and be moved to the end of the meeting.
- GH requested that the 10 working day commissioning window be raised.
- IJ requested the discussion of a Change Request from the Solar PV WG.
- GT raised SMG funded projects for discussion.

GT invited introductions from attendees and it was noted that JTH was invited to attend the meeting to provide input on the MIS 3005 changes, however, the Heat Pump WG representatives will receive one vote between them.

2. Minutes & Actions from the last meeting

The draft minutes from the previous meeting were reviewed, edited and agreed to be an accurate reflection of the meeting, with no amendments.

Action log and outstanding actions:

Only the high priority outstanding actions on the action log were reviewed and updated as follows:

Reference	Action	Update
SMG 021-004	GR to confirm whether WGs own the MCS standards and, if so, whether a formal handover is required.	Intellectual property of the Scheme is being discussed as part of the novation process.
SMG 22-001	GT to discuss CAPs with the Management Panel and confirm the change process for these documents.	The draft CAPs document is in a second draft stage and is being reviewed by the MCS Management Panel.
SMG 22-014	MCS administrator to refer request for additional funding to carry out fire test to the Management Panel.	This action is pending until novation is completed.
ACTION SMG 23-005	MCS Administrator to build into the SMG funding application process a cover note of contract from the service provider in cases where a third party service provider is delivering the work	The MCS Administrator are collating the feedback on the SMG funding criteria process. The draft contract has been reviewed and is awaiting wording for the intellectual property clause.
ACTION SMG 23-013	MCS Administrator to amend the MCS complaints process reference in MCS 001 (as per line 317-319 in SMG	The MCS 001 were presented under agenda item 7 SMG meeting.



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	minutes from 22nd September meeting) and send to GR for approval	
ACTION SMG_24-007	MCS Administrator to publish the QMS templates.	This was discussed under agenda item 7.
SMG_160 329-10	SMG to write to each of the heat technology working groups to request each consider amending the respective installer standard to specify that performance estimates be provided to customers at the pre-contractual stage.	A Solar Thermal WG meeting will be arranged following the publication of the BEIS response to the RHI Consultation. The Biomass WG have supported the proposal to introduce a standard quote template. Changes to introduce this into MIS 3005 have been proposed for consideration under agenda item 6.
SMG_160 329-13	GR to forward correspondence regarding EWR with UKAS to the SMG ahead of the 20th April Steering Group meeting.	MCS Administrator requested correspondence.
SMG_160 329-15	MCS Administrator to confirm exact wording of the RHI regulations with regards to referencing MCS standards, when made available. Further work on amending boiler plate text for the standards forewords is to be put on hold.	MCS Administrator are following up with BEIS on the link between MCS standards and RHI.
ACTION SMG_160 720-03	GH to raise remote commissioning issues with HP working group.	Due to time constraints this item could not be discussed at the last Heat Pump WG meeting, however, can be discussed at the 17 th January meeting.
ACTION SMG_160 720-06	MCS Administrator to consider circulating a communication to MCS installers clarifying EWR.	Following discussion with DJ, this will be considered upon completion of the EWR Pilot.
ACTION SMG_160 720-07	Simplification sub-group to develop a Change Request to amend MIS 3005 and the compliance certificate.	This was discussed under agenda item 6.
ACTION SMG_160 720-08	MCS Administrator to raise the option of suspending installers' access to the MID to ensure installers resolve complaints faster, with the SAG and the Board.	As agreed by the Management Panel, access to the MID has been removed for any Installer who is no longer MCS certified.

3. MCS Scheme Updates

Novation

KR noted that a meeting took place between the Trustees and the BEIS legal team on 30th November. Although progress has been made over the last few months, unpredictable issues have



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been raised throughout the process. KR explained that a more detailed update will be provided to MCS stakeholders in the next few weeks.

GT raised a statement made at the previous SMG meeting by BEIS that the Scheme's Intellectual Property would be available through open government licence. KR noted that further information on this topic will be provided in the update post-meeting.

IJ raised the ACTION SMG_160928-04 from the previous meeting for the SMG to summarise what unique work has been carried out as part of the due-diligence which has not been completed. GH suggested that some Scheme stakeholders may wish to withdraw their IP unless it is made available through open government licence.

In terms of an expected completion date for Novation, BEIS confirmed that this would be included in the update but as has been the case previously, may not be fixed.

Management Panel

NS raised the interim governance arrangements for the MCS committees. KR explained that the MCS Steering Group is dormant and the Management Panel is operating as the executive function for the Scheme until Novation is completed. GT raised frustration that correspondence with the Steering Group has been limited with the exception of confirmation that the Management Panel are running day to day operations of the Scheme and that the Steering Group have not yet received the minutes from the final meeting.

GH raised the forward looking forecast of the MCS budget and it was agreed that the SMG is not the appropriate forum for the discussion.

ACTION SMG 161201-01: BEIS to circulate a more detailed Novation update to MCS stakeholders in the next few weeks.

4. MCS Change Process

The SMG reviewed the MCS Change Process.

DJ explained the discussion behind the proposal to amend the Change Process flow diagram. GT added that this came about due to challenges regarding the identification of material change.

GH raised why the decision of whether a change is material or not is made by the Chair of the SMG and the Chair of the relevant technology WG rather than by the SMG as a collective.

KR asked whether a precedent has been set for material change and whether this has been defined in any way. GT explained that there have been challenges in defining what is material. KR suggested that any justification about whether a specific change has been considered material or not be logged.



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KR queried line 83 of the Change Process and why a technical impact assessment isn't required for a change proposed outside of the working group. GT explained that in most cases, the change is proposed through the WG.

CS suggested the Change Process is currently quite confusing and it would be useful to tie in the process with the flowchart and the MoU. and also useful to include when information will be provided to BEIS.

It was agreed that the flowchart should be incorporated into the Change Process and a clean copy should be presented at the next SMG meeting. Following the update of the Change Process, the document library can be reviewed for content and ownership of documents.

It was agreed that the Change Process should be amended to remove the word 'new' when referring to technology.

ACTION SMG 161201-02: MCS Administrator to incorporate the flow diagram in the MCS Change Process and present a clean copy at the January SMG meeting.

5. MCS 025 and competency

DJ was not present to discuss this item and, upon leaving, requested that the SMG ToR be consulted. DJ was present for all other items excluding AOB.

IJ noted that in accordance with the SMG ToR no decisions can be taken by the SMG on this item as the appropriate representative is not present for the discussion.

GT pointed out that the ToR states:

"The SMG shall not make decisions on any standards without it having representation and / or input from the group concerned where decisions are based around technical matters."

As clearly identified within the paper the matter being raised is not one of a technical nature and therefore can be discussed.

GT presented an example citing MIS 3002 and Appendix A - Roles and Competency Requirements which does not specifically state that specialist competencies are required for each technology.

The SMG reviewed MIS 3002 clause 5.3 which states that:

Please see Appendix A below which contains the required roles which will need to be fulfilled by the MCS Contractor for this MIS 3002 standard.

The SMG also reviewed MIS 3002 clause 5.4 which states that:



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The competence criteria to be demonstrated by the MCS Contractor can be found via the MCS website (www.microgenerationcertification.org). In addition to this, the MCS Contractor guidance on how to achieve compliance and the descriptions of the required roles which will need to be fulfilled can also be found on the MCS website (www.microgenerationcertification.org).

DC suggested that as the standard refers to the MCS website where details of the competence criteria can be found, this is within guidance documentation and acknowledged that this could be made more explicit.

LE suggested this could be raised at the next Competence Criteria WG meeting who could draft a Change Request to propose wording to make the competence requirements more explicit in the MIS documents. The SMG agreed that the wording could be improved for clarity.

With regards to the EWR Pilot and the March 2017 deadline, DC noted that only approved EWR Providers will be able to offer an EWR to MCS Contractors after the pilot has closed.

GH added that an EWR Pilot Provider has raised that the process is arduous and in his view it might be easier, cheaper and quicker to ignore the EWR and go for the qualification route.

GT stated that he does not have a commercial conflict of interest as he has not applied to be an EWR Provider.

The SMG discussed the assessment process against the competence criteria document and requested that 'EWR and competence' be added as an agenda item for discussion at the next SMG meeting.

ACTION SMG 161201-03: MCS Administrator to raise the competence requirement in MIS documents at the next Competence Criteria WG meeting.

ACTION SMG 161201-04: MCS Administrator to add 'EWR and competence' to the agenda of the next SMG meeting.

6. MCS Working Group proposals and updates

Heat Pump Working Group Representative

Performance Estimate Template

GH explained that the RECC performance estimates report identified instances where clause 4.3 of MIS 3005 is not being followed by installers which created a dual problem of non-conformances as well as consumers receiving conflicting, unclear information.

The objective of the Heat Pump Simplification sub-group has been to clarify the process and ensure the customer is not exposed to any more risk which was a challenging balance.



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The proposed amendments to MIS 3005 aim to encourage more accurate heat load sizing to reduce the risk of oversizing and the consequent risk of inefficiencies in performance.

The changes are to provide a whole house system performance estimate to the customer at the quote stage, the room by room heat loss calculation can then be provided post contract. It will also be mandatory for installers to use a standard quote template. GH informed the SMG that the WG chose the EPC as it is a figure which is controlled, recognised and used for the RHI payment. If the figures provided at quote stage are different after the room by room heat loss then the contract has to be updated to reflect this.

DJ asked whether this must be the exact spreadsheet or whether it can be an equivalent. JTH explained it can be an equivalent as long as it functions the same way and presents the information in the same way which would allow installers to build the template into their own tools. JTH added that it is important to highlight there is already a requirement in the standard to provide performance estimates to customers but there is no template.

DJ raised how these outputs would be monitored and it was agreed that the correct checks and balances would be undertaken by the Certification Bodies during their audits of installers.

JTH presented the template for Heat Pump installers to provide to the end user and explained the benefits of the template. It was also noted that there is option to hide information related to RHI if the installation does not meet the eligibility criteria for the Scheme.

NS asked at what point the Performance Estimates Template tab information is provided to the customer and IJ confirmed that this would be at the quote stage.

CS raised that the SCOP value as an indicator of performance may not be sufficient. KR added that BEIS are concerned that the SCOP figures could overestimate savings for customers. The SMG heard that the SCOP calculation method has been written as a European wide document and at the moment there is no substantial evidence to suggest that the method is not correct.

The SMG discussed the SCOP definition provided by RECC on the MCS HP SCOP tab and it was agreed that it should be provided to the consumer on the tab entitled Performance Estimate Template.

GT noted that any changes to wording will need to be agreed at the meeting or noted for consideration before final approval.

CS suggested there could be a scenario where different quotes were used. JTH clarified that the information provided would be the same but could look different. DJ added that format must be the same to allow consumers to make informed comparisons.

CS raised whether the template allows for metered for payment systems. KR added that second homes require metering for RHI purposes and requested that the template be amended to allow the installer to select whether the installation would be metered for payment and how many days of the year the home would be occupied to allow for accurate projected RHI payments. ML added that occupancy



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would be massively affected by seasonal changes and there is a danger of being too granular which should be considered.

ACTION SMG 161201-05: HP WG members to review the Performance Estimate Template and consider occupancy for second homes and seasonal changes.

MIS 3005

The SMG reviewed the changes to MIS 3005. The key proposed changes relate to the process of the system performance calculations. GH noted the following proposed changes:

- Appendix E has been removed and the content included within the Performance Estimates Template
- Removed section referring to internal and external temperatures specified in BS EN 12831:2003 UK National Annex
- Updated Table 2 to include external temperature selection

At present any system operated as 'intermittent' must add 20% to the calculated heat requirement of the building when selecting a heat pump. Many heat pump controls and strategies now makes this unnecessary since running periods can adjust to building demand (all units are sized to 100% of heat demand). The working group recommended to drop this mandated 20% and allow the contractor greater discretion. As a precaution against under performance, when dropping the 20%, the contractor will be required to use Table 2(B) external temperature selection (99.6%).

NS raised the wording referencing the Performance Estimate Template which is currently prescriptive and would require amended wording to allow installers to build the template into their systems.

DJ raised MGD 001 and whether changes could be included in the guidance to clarify the software requirement. DC raised Appendix A Section 7 Software Control of MCS 001 and agreed it could potentially be clarified in the corresponding section of MGD 001.

ACTION SMG 161201-06: MCS Administrator to raise clarifying the software control guidance in MGD 001 at the next MCS 001 WG meeting.

The SMG discussed variations in contract with respect to performance estimates. GT suggested that clause 4.2.18 a) of MIS 3005 be amended to:

4.2.18 a) If there is a change to the agreed design and/or estimated performance of the system as a result of complying with clause 4.2.17, a variation to contract shall be presented to the customer and agreed with them before proceeding with the installation. If such variation in contract cannot be agreed upon, the customer may cancel the existing contract without cost, obligation or liability.

It was also agreed that it should be written into the standard that the revised performance estimate be issued to the customer through the addition of the following text:



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b) Where a change has occurred to the estimated performance, the MCS Contractor shall issue an updated MCS Performance Estimate

It was agreed that this text should be reviewed again following the consultation period considering any proposed wording that may be received in the consultation responses.

The SMG discussed the Appendix D - Label section which the Heat Pump WG have proposed to remove. GT suggested that the section could be removed in the consultation version of the standard, however, the WG should consider raising this with the Solar Thermal WG.

ML raised that clause 4.2.1 b) could be amended as the current text 'the same applies' could be made more specific.

ACTION SMG 161201-07: MCS Administrator to remove Appendix D from MIS 3005 for the consultation version of the standard.

ACTION SMG 161201-08: MCS Heat Pump WG to discuss the removal of Appendix D of MIS 3005 with the Solar Thermal WG.

ACTION SMG 161201-09: GH and JTH to consider amending clause 4.2.1 b of MIS 3005 to be more specific.

ACTION SMG 161201-10: SMG to review Clause 4.2 of MIS 3005 post-consultation.

Handover Checklist

The SMG reviewed the handover checklist and agreed to remove the final bullet point 'Invoice for payments received'.

DC raised that the handover checklists should be refined and could be provided to the customer. GT noted that he has previously raised including the handover checklist on the back of the MCS certificate which the customer knows they must receive.

DJ asked whether installers need to store completed checklists for 6 years.

Compliance Certificate

GH explained that duplicated information that is entered into the MID was removed from the compliance certificate.

DC proposed the following amendments to the Heat Pump Compliance Certificate:

- Amend Clause 7 i) from 14 days to 10 WD in accordance with Clause 6.2 of MIS 3005
- Including a footnote that states that the Compliance Certificate information compliments the information provided on the MCS certificate.

IJ clarified that the Compliance Certificate is not provided to the customer.



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The SMG unanimously voted in favour of issuing the suite of heat pump documents for public consultation.

KR noted that the implementation date may be subject to change in accordance with the next publication of the RHI regulations.

ACTION SMG 161201-11: MCS Administrator to publish MIS 3005 and accompanying documents for public consultation.

Competence Criteria Working Group Representative

DJ provided an update from the Competence Criteria WG. The SMG heard that the Scheme is working towards the March 2017 deadline. One issue with this is the withdrawal of SummitSkills from the marketplace who were conducting mapping on behalf of the Scheme. The Management Panel are agreeing the next steps to address this.

The SMG heard that there has been continued interest in the Experienced Workers Route (EWR) Pilot which is due to end at the end of December. DJ noted that discussions are taking place as to whether the deadline could be extended to coincide with the implementation date for the competence criteria.

GT asked how many approved EWR providers there are. DJ confirmed that there are three registered with the Pilot but no approved providers outside of the pilot.

GT raised concerns about limiting the EWR to the three providers until the mandatory implementation date as this may be seen as restrictive practice.

GT requested that figures be provided on the number of companies registered in stage 1 of the pilot as soon as practicable

DC expressed concern that being involved in the Pilot is commercially beneficial for the EWR Providers as they are the only Providers who can offer this route to demonstrating competence after the March deadline.

The SMG discussed how the criteria has changed since March 2014. DJ confirmed that the existing criteria is what is to be met at the March 2017 deadline.

GT added that the criteria as it was originally written has not changed. The deliverables have altered but the criteria remain the same.

GT raised that the SMG should be in receipt of as much information as possible as the March deadline may have to be moved due to the lack of the EWR being available beyond the pilot stage. The SMG should also consider whether the market will be prejudiced as a result of the March deadline as some installers may feel disadvantaged that the deadline has been imposed on them without a clear route to progress through.



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DJ suggested getting some empirical data and convening a Competence Criteria WG in the near future.

ACTION SMG 161201-12: DJ to provide data on registered EWR participants and the percentage of participants through the process as soon as practicable.

ACTION SMG 161201-13: MCS Administrator to convene a Competence Criteria WG as soon as practicable.

7. MCS Working Group proposals and updates (cont.)

MCS 001 Working Group Representative

DC explained that at the beginning of 2015, the MCS 001 changes were published for public consultation; since then, the SMG instructed the 001 group to make several small amendments to align the standard with the competence terminology in MCS 025 that the group did not feel warranted a second consultation stage.

The SMG reviewed the proposed amendments to MCS 001.

NS raised Appendix A Section 8 Contracts and customer requirements and referring to 'the consumer code'. It was agreed that the text should be amended to:

Where relevant, these must also comply with the Chartered Trading Standards Institute Approved Consumer Code of which the MCS Contractor is a member.

The SMG discussed the amendments in Appendix A Section 15 Records and whether an MCS Contractor should retain copies of every version of an MCS certificate generated. DJ suggested that this is not a new requirement and simply clarifies what the records are. The SMG agreed that the wording should be amended to:

Copies of MCS Certificates generated through the MCS Installation Database (MID)

It was also agreed that 'at least' be removed from the text introducing the different records to be kept. The following text was agreed:

Records for each installation shall include the following, where relevant:

The SMG discussed the MCS Complaint Guidelines and it was agreed that the document is not currently recorded with an owner. IJ confirmed that the Management Panel approved the latest version of the complaints guidelines for publication.

The SMG agreed to amend the MCS 001 references to the MCS Change Process to state that:



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All complaints shall be dealt with in a timely and effective manner taking in to account the MCS Complaint Guidelines and the Chartered Trading Standards Institute Approved Consumer Code.

GT suggested that the SMG consider defer any decision on MCS 001 until the next SMG meeting. DC suggested this is not necessary and proposed that the SMG vote on whether to approve the publication of MCS 001 Issue 3.0 and MGD 001 Issue 1.0. DJ seconded the motion.

(Vote: 3 in favour, 2 against, 2 abstained). The SMG voted in favour of publishing the MCS 001 Issue 3.0 and MGD Issue 1.0.

QMS website text

The SMG reviewed the website text drafted to accompany the QMS templates. It was agreed that the text and templates could be published subject to two minor typographical amendments.

ACTION SMG 161201-14: MCS Administrator to publish MCS 001 issue 3.0, MGD 001 issue 1.0, QMS templates and accompanying website text.

Micro CHP Working Group Representative

KL provided an update on the Micro CHP WG activities noting that the WG's intention was to present final documents at this SMG meeting for decision, however, WG members may not have realised the extent of detail required for the impact assessment.

The WG's focus has been on including testing requirements for add-on units in MCS 014 and MCS 015 with full support from BEIS on the principles.

One of the underlying issues the WG is facing is determining whether BRE will accept the test results of the Micro-Cogeneration Add-On Calculator which was developed to provide a bridge between PAS 67 testing and data entry into the Annual Performance Method (APM) for add-on units fitted to existing systems which provided space heating.

The calculator also provides a means for DHW only systems to be assessed, but not through SAP. The intention of the WG is not to amend PAS 67 or SAP.

The Micro CHP standards, calculator and test methodology have all been consulted on, however, the WG would like assurance that test results will be accepted before publication.

KL invited suggestions from the SMG on progressing this issue. NS suggested inviting BRE to an SMG meeting in the next few months. The SMG agreed with this approach.

ACTION SMG 161201-15: MCS Administrator to arrange inviting BRE to a future SMG meeting to discuss the Micro-Cogeneration Add-On Calculator.



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8. RECC Performance Estimates Project

The SMG heard that RECC presented their findings on non-conformance with the MCS standards regarding the performance estimates provided to customers for heat technologies.

GT noted that he had requested the reports be circulated with the meeting papers, however, RECC confirmed they would wish to be present at meetings where their work is presented.

AH suggested that the report does not consider that older systems are not as efficient as newer boilers and fuel consumption will therefore be higher.

GT agreed to draft a note to RECC regarding presenting the reports at a future SMG meeting and NS agreed to provide an update on behalf of the Solar Thermal WG on performance estimates discussions.

ACTION SMG 161201-16: NS to update the SMG on the Solar Thermal WG feedback on the RECC performance estimates reports.

9. Handover Checklists and QMS requirements in MIS

The MCS Administrator explained that the MCS 001 WG have requested that each technology working group review their respective handover checklist documents as an alternative to developing technology specific QMS templates which would essentially comprise of a list of MIS clauses.

10. AOB

- MCS 005 and MCS 017 Change Request – IJ raised that a Change Request has been developed by the Solar PV WG and will be presented at the January SMG meeting.
- Battery Storage – GT raised that MCS does not currently have any published guidance or standard on battery storage and the Solar PV WG believe this should take the form of an MIS document. IJ added that based on the calls received by the MCS Helpdesk, there does seem to be a need for this guidance in the market.
GT suggested it could be beneficial for the Scheme to have this document at the forefront of the market as a technology not dependent on RHI. The Solar PV WG are looking to develop a Change Request as well as a proposal to request funding for the project.
- MIS 3005 timeline – KR asked what the projected timelines for the MIS 3005 changes would be and the SMG explained the stages of the MCS Change Process.
- MCS certificate 10 WD – GH raised that some installers are dissatisfied with the requirement to provide customers with the MCS certificate within 10 WD of commissioning the system.



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This is because there is nothing in place to ensure the customer makes payment for the system. LE raised that on the other hand, the MCS Helpdesk receive lots of calls from customers who have had their certificate withheld.

11. Date for next meetings:

The next SMG meeting will take place on the 25th January 2016.