



MCS Standards Management Group Final Minutes

Date: 22nd June 2017, 10:30 – 16:00

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

Attendees:

No.	Name	Representing	WG no.	Organisation
In attendance				
1	John Holden (JH)	MCS Product CBs (Vice-Chair)	n/a	BRE Global
2	Dani Putney (DP)	MCS Contractor CBs	n/a	Certsure LLP
3	Danny Jones (DJ)	Competence Criteria	n/a	Expertina
4	Gideon Richards (GR)	MCSSCo Interim CEO	n/a	MCSSCo Ltd
5	Graham Hazell (GH)	Heat Pumps	WG06	HPA
6	Mark Lewitt (ML)	Biomass	n/a	KIWA
7	Christine Schams (CS)	Government	n/a	BEIS
8	Peter Beasley (PB)	Micro CHP	WG07,08,09	British Gas
9	Virginia Graham (VG) (part)	MCS 001	WG11	RECC
10	Louise Evans (LE)	MCS Administrator	n/a	Gemserv
11	Lorna Clarke (LC)	MCS Administrator	n/a	Gemserv
Apologies				
1.	Andrew Hopton (AH)	Biomass	WG05	HETAS
2.	Graham Wright (GW)	Heat Pumps	WG06	Daikin
3.	Griff Thomas (GT)	PV (Chair)	WG02	GTEC Training
4.	Howard Roche (HR)	Metering (invitee with no voting rights until ToR updated)	n/a	Vital Energi
5.	Neil Sawers (NS)	Solar Thermal	WG01	Grant UK
6.	Stuart Elmes (SE)	Roofing Issues	WG10	Viridian Solar
7.	Tony Bowen (TB)	Heat Pumps	WG06	HPA
8.	David Cowburn (DC)	MCS 001	WG11	Competent Persons Scheme



The Certification Mark for Onsite Sustainable Energy Technologies

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8
9 **Agenda:**
10

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_170622-02a - Minutes from previous meeting ➤ SMG_170622-02b - Action Log 	10:35
3	MCS scheme updates: <ul style="list-style-type: none"> • Steering Group • Novation • Management Panel 	Chair/ BEIS	Verbal	10:50
4	MCS Working Group proposals and updates	Heat Pump WG Representative	<ul style="list-style-type: none"> ➤ SMG_170622-04a - MGD 002 - Application for funding ➤ SMG_170622-04b - MGD 002 proposal 	11:10
		MCS 001 WG Representative	<ul style="list-style-type: none"> ➤ SMG_170622-04c - MCS 001-01 standard ➤ SMG_170622-04d - MCS 001-02 standard ➤ SMG_170622-04e - Change Request 	11:30
		Solar PV WG Representative	<ul style="list-style-type: none"> ➤ SMG_170622-04f - Battery Storage - Application for funding 	11:45
		Competence Criteria WG Representative	<ul style="list-style-type: none"> ➤ SMG_170622-04g - Change Request – all MIS documents 	12:10
		Micro CHP WG Representative	<ul style="list-style-type: none"> ➤ SMG_170622-04h - MCS 014 ➤ SMG_170622-04i - MCS 015 ➤ SMG_170622-04j - MIS 3007 ➤ SMG_170622-04k - MIS 3007-2 ➤ SMG_170622-04l - Add-On Calculator ➤ SMG_170622-04m - Add-On Test Methodology 	12:20

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			<ul style="list-style-type: none"> ➤ SMG_170622-04m - Add-On Test Methodology ➤ SMG_170622-04n – Impact Assessment 	
Lunch				13:00
5	Draft definitions – ‘Recommissioning’, ‘Maintenance’, ‘Rectification’ and HPWG request for definitions	MCS Administrator/ GH	<ul style="list-style-type: none"> ➤ SMG_170622-05 – Scheme Definitions 	13:30
6	MCS 023	DP	<ul style="list-style-type: none"> ➤ SMG_170622-06 - MCS 023 – PAS2030 alignment 	14:00
7	MCS Standards in ROI	MCS Administrator	Verbal	14:30
8	MCS Change Process	Chair/ MCS Administrator	<ul style="list-style-type: none"> ➤ SMG_170622-08 - MCS Change Process 	14:45
9	Requests for Equivalence	Chair	Verbal	15:15
10	AOB	All	Verbal	15:45
11	Dates of next meeting: <ul style="list-style-type: none"> • TBC 	MCS Administrator	Verbal	16:00

11 **1. Welcome & Approval of Agenda**

12

13 *JH acted as Chair for the meeting as GT was unable to attend.*

14

15 The Chair welcomed attendees to the meeting and it was noted that DJ will be dialling in to the meeting.

17

18 The agenda was reviewed and it was agreed that Agenda Item 5 should be discussed following Agenda Item 3, and for Micro CHP to be the first update for Agenda Item 4.

20 **2. Minutes & Actions from the last meeting**

21 The draft minutes from the previous meeting were reviewed, corrected and agreed to be an accurate reflection of the meeting subject to the following amendments:

23

- 24 • Page 3: Amend statement to read - *‘The draft minutes from the previous meeting were reviewed, corrected ~~edited~~ and agreed to be an accurate reflection of the meeting subject to the following amendments’*
- 25
- 26
- 27 • Page 5: Amend text to state – *‘CS explained that ~~work has been undertaken~~ the defined scope of MCS ~~competencies~~ project has been on hold since 2016.’*
- 28
- 29 • Page 5: Amend text to read – *‘DJ clarified that there is a maximum charge of £500 for stage one and up to 30 days of an assessor’s day rate (which may vary) for stage two. He also added that a purpose of the pilot is to trial the costs.’*
- 30
- 31

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- 32 • Page 6: Amend text to say – ‘GR explained that indemnity insurance is being reviewed for the
33 unincorporated MCS ~~SCe~~ **associations (MCS committees)** which was introduced following a
34 judicial review. The SMG heard that the cost of the insurance has significantly increased.’
- 35 • Page 7: Amend text to say - ‘CS **stated** ~~questioned the independent test reports that are~~
36 ~~compliant with MCS 011 and~~ that it would be good to get a clear understanding as to how
37 the testing links together with the relevant technology standard.’
- 38 • Page 7: **Clause 3** Definitions and throughout. A definition of ‘Compliance Assessments’ was
39 agreed to distinguish assessments against the MCS standards from assessments of
40 competence.
- 41 • Page 9: Remove sentence – ‘GR suggested that that the definition is open to interpretation.’
- 42 • Page 10: Amend text to read - ‘The SMG heard that the standards have been developed to
43 accommodate Add-On units which allow **mCHP units** ~~a fuel cell~~ to be integrated with an
44 existing boiler to maximise efficiency using a control system.’
- 45 • Page 12: Amend line to read - ‘Amend A2 Scope to include a requirement for manufacturers of
46 MCS approved roof mounting kit products to make product performance data publicly
47 available on their websites as ~~these~~ **is data are** is often not available.’
- 48 • Page 14: DJ proposed the following text electronically which was accepted by members – ‘DJ
49 reiterated that a CB accredited under ISO 17065 cannot **produce** ~~rely on~~ a certificate ~~provided~~
50 ~~to for an individual but to the company~~ against competence and later rely on the same
51 certificate provided to the individual as evidence for the competence of the company.
52 DC mentioned that the issue is relating to the ‘Approved Party’, which currently seems to
53 suggest that the CBs are not able to approve a party, only an individual. DP added that this
54 document is aimed at installers but the wording is not currently clear or easy to understand.
55 **All agreed that the SMG should review the wording around MCS 025 and approved party to**
56 **clarify further.’**
- 57 • Page 15 Amend to - ‘**Nominated Technical Person** Competence Level.’

58
59 At this point, CS joined meeting.

60
61 The high priority outstanding actions were reviewed and the following updates noted:

Reference	Action	Update
ACTION SMG_170321- 02	MCS Administrator to update the draft minutes from the previous meeting to reflect the correct votes and recommended changes.	LE confirmed that this action has been completed.
ACTION SMG_170321- 03	MCS HPWG to confirm MCS 007 testing requirements and how these relate to MCS 011	CS confirmed she will refer to notes taken at the last meeting and speak to JH. It was agreed that JH and CS should be the action owners going forward.
ACTION SMG_170321- 04	CS to feedback BEIS view on whether splitting MCS 001 into separate documents would impact CBs’ scope of accreditation and referencing	LE confirmed that this action is complete and that an updated change request will be presented under agenda item 4.

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	within the MIS documents to the SMG.	
ACTION SMG_170321-05	DC to separate the installer and CB requirements in MCS 001 into separate documents.	Separated parts to MCS 001 will be presented to members under agenda item 4.
ACTION SMG_170321-07	PB and DJ to arrange a meeting to discuss the impact of the proposed changes to the CHP standards on required installer competencies.	LE updated the group that this action has been completed and that the CHP standards are on the agenda for this meeting.
ACTION SMG_170321-08	MCS Administrator to circulate the updated Micro CHP standards to the SMG for comment.	LE informed the group that the action was completed and comments received incorporated into updated versions.
ACTION SMG_170321-09	MCS Administrator to establish how many Metering WG meetings are required in FY 17/18 and feedback into budget discussions.	This action has been completed.
ACTION SMG_170321-10	MCS Administrator to amend the reference to BS 5534 and prepare MCS 012 for public consultation.	<p>LE explained that MCS 012 is scheduled to be issued for public consultation on 23/06/2017.</p> <p>GR mentioned that MCS 012 includes details regarding fire safety for kits and in MIS 3001, it suggests that MCS 012 is mandatory to use for solar thermal installations on pitched roofs when it should only be mandatory for solar PV installations.</p> <p>LE explained that this action came out of a Management Panel meeting where it was agreed that MIS 3001 would benefit from a review of the requirements and notes for clarity but, that the standard did not suggest it is mandatory to use an MCS 012 approved kit for solar thermal installations.</p>
ACTION SMG_170321-14	MCS Administrator to circulate the Renewable Energy Directive to the SMG for review.	LE explained that a paper provided by DC regarding the directive was circulated to the SMG members at the request of the Chair, but the directive itself has not been circulated. This action is ongoing until the directive has been sent and reviewed.

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ACTION SMG_170321-15	DJ and DC to further develop the draft change request regarding NTP Competence Level.	LE and DP informed group that this action has been completed and a change request will be presented to the SMG under agenda item 4.
ACTION SMG_170321-16	DP and DC to draft changes to MCS 023 for consideration by the SMG	This action has been completed and is scheduled for discussion at this meeting.
ACTION SMG_170321-18	MCS Administrator to raise replacement plants at the next Management Panel meeting.	This action has been completed.

63
64
65
66

The outstanding actions from the previous meeting were reviewed and the following updates noted:

Reference	Action	Update
SMG 021-004	GR to confirm whether WGs own the MCS standards and, if so, whether a formal handover is required.	The group agreed that this action could be closed as the action is no longer being dealt with by the SMG and instead by the novation parties. These parties include BEIS, MCSSCo Ltd, MCS Charitable Foundation and Gemserv in part.
ACTION SMG_161201-03	MCS Administrator to raise the competence requirement in MIS documents at the next Competence Criteria WG meeting.	LE raised the action with the Competence Criteria Working Group (CCWG) and the corresponding change request is on the SMG agenda.
ACTION SMG_170125-01	GT and MCS Administrator to review correspondence and determine where a conversation has taken place regarding UKAS and competence	LE explained that the UKAS email was presented at the last SMG meeting and will circulate the correspondence post-meeting.
ACTION SMG_170321-01	CS to confirm how the installer standards are referenced in FITs regulations compared to the heat led installer standards.	CS confirmed that the installer standards were included within FIT regulations and the Group agreed to close this action.
ACTION SMG_170321-011	MCS Administrator to publish amended MCS 005 and MCS 017.	MCS 005 and MCS 017 were published on 16/06/2017 by LE.
ACTION SMG_170321-013	GT and JH to review the term 'approved by the scheme' for liability implications.	JH and GR have yet to review this term to determine whether it needs to be escalated further.
ACTION SMG_170321-017	JH and GR to discuss the scheme with an appropriate ROI government contact.	JH has yet to have the relevant discussions, however GR has explored who to speak to.



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67 **ACTION SMG 170622-01: MCS Administrator to circulate UKAS correspondence to the SMG to**
68 **review.**

69
70 *A vote took place to approve the minutes from the previous meeting (Vote – in favour: 6,*
71 *abstentions: 2) DJ provided his vote electronically and the minutes were approved.*

72
73 **ACTION SMG 170622-02: MCS Administrator to update the draft minutes from the previous**
74 **meeting to reflect recommended changes.**

75 76 **3. MCS scheme updates**

- 77
78 • Steering Group

79
80 The Chair informed the group that several outputs from the Steering Group had yet to be
81 communicated as the minutes from the April 2017 Steering Group meeting have yet to be
82 approved, but this should be completed by the end of the month.

83
84 Ongoing areas of discussion include the budget and increasing installation fees and GR added that
85 increasing installation fees could require legal advice. The next steps involved are to submit an
86 options paper to the Steering group and trustees to vote on. Separately, the Management Panel
87 terms of reference are currently out to vote with a deadline of 27th June.

- 88
89 • Management Panel

90
91 The Chair noted that in addition to work towards the budget and installation fee increase, the
92 Management Panel are discussing an approach similar to the regularisation process which, in the
93 absence of a Building Control notice, may be used retrospectively to confirm compliance with
94 Building Regulations. A similar approach could be adopted by the scheme for the MID registration
95 of installations for which no Compliance Certificate is available. The purpose of this process is not
96 to provide a Compliance Certificate, only confidence that what has been installed is safe and
97 complies to all extent and purpose as it would have done, under the MCS requirements of the day
98 when it was first commissioned. The SMG heard that currently, approximately one hundred MCS
99 installations have been identified as missing a Compliance Certificate and these customers are
100 unable to apply for RHI. The Chair added that although the RHI is outside of the MCS remit, the lack
101 of Compliance Certificates is an MCS issue to consider.

102
103 Additionally, the Chair raised that the Management Panel have received another request for
104 Eurovent Certita Certification to be considered equivalent to MCS. The Management Panel
105 reported that Ofgem have previously indicated that both Eurovent Certitita Certification and
106 Heatpump Keymark cannot be equivalent to MCS as they only offer product certification only
107 whereas MCS includes both product and installer certification. The question is therefore whether
108 heat pumps certificated under the Heat Pump Keymark can be listed alongside MCS certificated
109 heat pumps in the same way that Solar Keymark products are listed with MCS solar thermal
110 products.

111

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- 112 • Novation

113

114 CS updated the group that the Gemserv contract has been extended and the Chair clarified that the
115 contract could not be extended any further, and that depending on novation, steps will be taken to
116 retender the contract. In response, GR and CS explained that this process has started, however,
117 further discussions are required regarding liability with the new ministers and that updates will be
118 provided when possible.

119

120 Separately, GR raised that a claim made against MCS has now been discontinued and potentially
121 MCS could claim back court costs via insurance or the claimant. The details of the case could not be
122 provided however GR reiterated that even though the case has been discontinued, it could
123 continue if another claim or claimant were to be found.

124

125 *At this point, GH left the meeting.*

126

127 4. MCS Working Group proposals and updates

128

129 *The SMG agreed to discuss this agenda item following agenda item 5.*

130

- 131 • Micro CHP WG Representative

132

133 PB informed the SMG that the draft mCHP documents were circulated to the SMG for comment
134 following the last meeting. Responses were submitted by two members which have been
135 addressed in updated versions of the standards. ML suggested there may be a lack of clarity
136 regarding the definitions of packages and units, to which PB explained that units refer to the add
137 on unit available for boilers and it is a bit late in the process to redefine the terms.

138

139 *At this point, GH re-joined the meeting.*

140

141 GR suggested that the SMG could approve the documents subject to certain changes and PB
142 proceeded to summarise the principle of updating the standards. An add-on unit can be added to a
143 standard boiler to increase the efficiency of the existing system and reduce the customers carbon
144 footprint. The Chair added that this is the same principle used in hybrid and bivalent heat pumps.

145

146 *At this point, GR left the meeting.*

147

148 PB explained that the add-on test methodology used a highly efficient reference boiler and that by
149 adding the unit, the overall system efficiency increased. The Chair questioned what would happen
150 in the situation where a unit was added to a boiler and the efficiency decreased, to which PB
151 responded that the corresponding calculator, which must be used prior to installation, would flag
152 this, acting as a safety net.

153

154 *At this point, GR re-joined the meeting.*

155

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156 PB explained that the calculator and accompanying methodology were developed by Santokh
157 Gataora (SG) and was published for public consultation, though no consultation responses were
158 received. The calculator was developed on a voluntary basis. CS then confirmed that this
159 technology is eligible for FIT but not the RHI incentives.

160

161 GH raised a difference between figures in proposed updated versions of MIS 3007 (line 334) and
162 3007-2 (line 336) presented in the meeting, as the boiler efficiency figure in MIS 3007 is 86%, but in
163 MIS 3007-2 is 88%. PB explained that this could be for several reasons including a change in SAP or
164 change in SEDBUK and agreed to confirm this post-meeting.

165

166 The SMG then voted on the principle of publishing the mCHP documents, (Vote – In favour: 5,
167 Abstentions: 3) making the vote unanimous. PB agreed to provide a response regarding the
168 identified discrepancies ahead of formal approval to publish.

169

170 **ACTION SMG 170622-03: PB to investigate discrepancy in efficiency percentages between MIS**
171 **3007 and MIS 3007-2 efficiencies.**

172

173 Questions were also then raised by the group regarding the testing of the method used in the
174 calculation, to which PB informed the group that BRE, Enertek, HHIC members and SG have all
175 reviewed the methodology. The SMG agreed that positive reviews for the calculator and
176 methodology would be beneficial.

177

178 **ACTION SMG 170622-04: PB to collect positive reviews for calculator from various interested**
179 **groups.**

180

181 CS enquired regarding the timescale of publication as a publication date will need to be included in
182 FIT regulations. It was therefore agreed that SMG have 10 working days to agree if the documents
183 should be published when the necessary changes have been made.

184

185 **ACTION SMG 170622-05: MCS Administrator to circulate the mCHP documents to the SMG for**
186 **voting.**

187

188 **ACTION SMG 170622-06: CS to confirm the timeline from the FiTs team perspective for publishing**
189 **the mCHP documents.**

190

191 LE raised whether any further tests are required for the calculator which is intended for use by
192 manufacturers, test houses and Certification Bodies to verify the data as is currently the case with
193 the Heat Pump SCOP calculator. The Chair suggested that the product laboratory test needs to be
194 done and sent to the CB to validate.

195

- 196 • MCS 001 WG Representative

197

198 VG explained that a change request was raised to split MCS 001 into two parts, the first part for
199 contractors and the second part for CBs, however, the standard content would not change. DP



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200 added that industry feedback has indicated that this would aid the understanding of Contractors of
201 the requirements relevant to them.

202

203 The SMG agreed that the following feedback should be submitted to the MCS 001 WG for further
204 consideration:

205

- 206 • Review of Scope to tailor this to each part of the standard
- 207 • Review sections 8, 9 and 10 which may not be required for MCS 001 part 2

208

209 The SMG discussed whether the standard would need to be issued for public consultation and it
210 was agreed that this would not be necessary but, that it would be beneficial for the MCS 001 WG to
211 prepare a communication which includes tracking of the clause changes.

212

213 **ACTION SMG 170622-07: DP and VG to feedback to the MCS 001 WG that the Scope and sections**
214 **8, 9 and 10 require further review and mapping the change in clauses in MGD 001 would be**
215 **beneficial.**

216

217 GR raised whether a Compliance Assessment is a single visit at a single site and LE informed the
218 SMG that the proposal, including Compliance Assessments, was voted on and approved at the last
219 SMG meeting.

220

221 The SMG then discussed potential changes to wording needed in the document, however, VG
222 commented that it was not the appropriate time to discuss further changes to those proposed by
223 the MCS 001 WG, but could be discussed at the next SMG meeting, which was agreed.

224

- 225 • Competence Criteria WG Representative

226

227 *At this point, VG left the meeting.*

228

229 LE explained that following a request by the SMG in March 2017, the CCWG have drafted a change
230 request to clarify that specialist competencies are required for the Nominated Technical Person for
231 each technology and to clearly state where the competency criteria can be found on the MCS
232 website. This proposed change is to be included in each MCS Installer Standard.

233

234 The SMG unanimously voted to approve the proposed change request (Vote – In favour: 7,
235 abstentions: 0).

236

237 It was noted that the intention is not to publish updates to each MIS document immediately due to
238 the regulatory cycle but to include the update during the next round of changes to the standards.

239

- 240 • Heat Pump WG Representative

241

242 The Chair raised whether applications for SMG funding could be approved when the budget has
243 not been finalised. The SMG heard that provisionally £30k has been budgeted for the projects that



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244 have already been committed to by the scheme, and a £70k discretionary fund may be available for
245 new projects.

246

247 Before reviewing the MGD 002 guidance proposal, the SMG heard that a second proposal was
248 drafted by a HPWG member to update Heat Pump competency criteria and training, however, this
249 was not circulated to the SMG for consideration due to short notice and insufficient WG support
250 for the proposal in its current form.

251

252 GH presented the HPWG application for SMG funding to update MGD 002, the guidance document
253 to accompany MIS 3005. The SMG queried why funding is being sought instead of the WG
254 completing the work on a voluntary basis. GH explained that based on previous experiences with
255 updating heat pump documentation, the process can be significantly longer than expected,
256 providing MIS 3005 as an example, which can deter WG members from taking responsibility for the
257 work.

258

259 GH informed the SMG that the current guidance is very out of date and could be misleading
260 regarding which path a contractor can take. The SMG discussed whether the currently published
261 MGD 002 should be removed from the MCS website in the interim and it was agreed that this is
262 unlikely to be necessary as there are no identified safety implications, however, GH agreed to feed
263 this question back to the HPWG.

264

265 **ACTION SMG 170622-08: GH to feedback question about withdrawing MGD 002 from MCS**
266 **website to Heat Pump Working Group.**

267

268 The SMG discussed the contractual arrangements with respect to intellectual property rights (IPR)
269 as several parties are identified in the proposal. GH noted that the Energy Saving Trust (EST) and
270 RECC have stated they would be happy for MCS to own the document and EST have requested the
271 inclusion of an acknowledgement within the document. GH agreed to request this confirmation
272 from RECC and EST in writing. It was suggested that similar referencing be used in MGD 002
273 regarding acknowledgements as with the solar PV Guide. However, GR noted that legal advice will
274 be required in respect of novation.

275

276 **ACTION SMG 170622-09: GH to request written confirmation from proposal parties that MCS can**
277 **own the IPR for MGD 002.**

278

279 GH explained that the project will cost £12,000 broken down as:

280

- Writing Content: £5,400
- Graphics editing & publication: £6,000

282

283 GH agreed to confirm post-meeting what the remaining £600 is to be used for. The SMG discussed
284 exclusivity of the guidance document and GR noted that confirmation will be required regarding
285 rights to publish in terms of any future updates to the document.

286

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287 GH highlighted that GH and RECC have committed to completing the work at no extra cost to the
288 scheme even if the actual resource required to deliver the work exceeds that set out in the
289 proposal.

290

291 PB raised how the document will be quality controlled and it was agreed that this will need to be
292 confirmed post-meeting following a contractual review by the Management Panel.

293

294 **ACTION SMG 170622-010: GH to update the MGD 002 proposal with the remaining £600 and**
295 **submit to the MCS Administrator.**

296

297 **ACTION SMG 170622-011: MCS Administrator to add SMG funded projects contracts to the**
298 **agenda of the next Management Panel meeting.**

299

300 The SMG discussed whether MGD 002 is currently referenced in MIS 3005. LE confirmed that the
301 document is referenced without a version number and date.

302

303 GR noted that subject to scoring by the SMG and confirmation of the budget available for projects
304 he is in support of the proposal.

305

306 The SMG proceeded to vote on whether the proposal should be circulated to SMG members for
307 electronic scoring which was unanimously approved (Vote In favour: 7, *abstentions: 0*).

308

309 **ACTION SMG 170622-012: MCS Administrator to circulate the MGD 002 application for funding to**
310 **the SMG for review and electronic scoring.**

311

- 312 • Solar PV WG Representative

313

314 A Solar PV WG Representative was not present to update the SMG, however, the application for
315 SMG funding for the battery storage guidance was presented and reviewed.

316

317 CS raised that IET (The Institution of Engineering and Technology) are currently working on a
318 battery storage Code of Practice.

319

320 *At this point, CS and DJ left the meeting*

321

322 The SMG agreed that the following points should be fed back to the proposers:

323

- 323 • The proposal has not been completed in full e.g. no indication that it has been approved by
324 the WG.
- 325 • The proposal references a supporting document throughout which has not been provided.
- 326 • The proposal focuses solely on battery storage for PV and no other electrical MCS
327 technologies
- 328 • The SMG request information on how other WGs have been consulted.

329

330 **ACTION SMG 170622-013: MCS Administrator to provide the SMG feedback to the solar PV**
331 **battery storage guidance proposal owners.**



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332

333 5. Draft definitions – ‘Recommissioning’, ‘Maintenance’, ‘Rectification’ and HPWG request 334 for definitions

335

336 *Agenda item 5 was discussed before Agenda item 4.*

337 *At this point, DJ dialled into the meeting.*

338 *VG was present for this Item.*

339

340 LE explained that the MCS 001 WG have further developed the draft definitions of
341 Recommissioning, Maintenance and Rectification. Separately, the MCS HPWG requested that
342 definitions be provided for ‘Commissioning and Set to work’. GH raised that he had provided some
343 comments on the definitions during the MCS 001 WG meeting, LE thanked GH for his contribution
344 and explained that the comments provided were not on the most current version of the definitions
345 and agreed to circulate these post-meeting.

346

347 The SMG heard that it is important for the scheme to define these terms as the MCS helpdesk
348 receives calls regarding recommissioning and what this means for the MCS certificate, as well as
349 the impact on RHI applications.

350

351 The SMG agreed that there seems to be a difference between how industry use these terms and
352 the terms are used by MCS. The Chair suggested that applications for government incentives are
353 independent from MCS, however, VG commented that as an MCS certificate is required for
354 government incentives, the impact on incentives should be considered.

355

356 The SMG heard that the question ‘*Was the renewable heating system new when it was installed?*’ is
357 asked within the MCS Installation Database (MID), the answer to which is used by Ofgem to assist
358 in determining customer RHI eligibility. This question is asked based on the RHI regulation
359 requirements that state that the system must be new at ‘first commissioning’. The SMG agreed
360 that the terms Commissioning and Recommissioning need to be clarified.

361

362 DP informed the SMG that there is a definition for commissioning in the MIS documents and it was
363 confirmed that this definition is the same in each standard. The SMG agreed to use this definition.
364 DP also raised that a Frequently Asked Question on the MCS website states that there is currently
365 nothing to stop an MCS Contractor from raising an MCS certificate for a non-MCS installation. VG
366 strongly disagreed with the principle of an MCS Contractor raising an MCS certificate for a non-MCS
367 installation.

368

369 GR provided an example where a system could be ‘recommissioned’ because the customer missed
370 the 12-month deadline to apply for the RHI and that in this situation the MCS Contractor should
371 indicate that the system was not new at the time of commissioning to which, VG noted that
372 feedback from Ofgem is that this option is never selected in the MID.

373

374 GH also commented that the intent behind recommissioning the system was important to establish
375 as the system could be recommissioned for legitimate reasons i.e. maintenance, or merely to gain
376 certification for the system. GH then questioned to what extent the system has to change to be
377 classed as recommissioned.



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378

379 DJ suggested that the scheme could develop new terms for commissioning etc. to avoid confusion,
380 however, DP disagreed as this is the terminology that installers currently used which MCS need to
381 put context to.

382

383 CS explained that if any parts of an MCS installation are replaced, no amendments to the MCS
384 certificate are required as the certificate is a snap shot in time, but installers may think that by
385 changing part of the system that they are recommissioning the system. CS added that MCS
386 Contractors should be able to generate a certificate for an installation that was not installed by an
387 MCS Contractor provided that they take full responsibility for the system.

388

389 The SMG discussed the definition of 'MID notification' and agreed that this is sufficiently explained
390 in the Handover section of each MIS document.

391

392 GR provided a first draft of scenarios for the SMG to review and determine whether the scenarios
393 would be considered MCS Commissioned. The SMG reviewed and populated the commissioning
394 scenarios table and agreed that they should be circulated to the SMG post-meeting for comment.

395

396 DP raised a scenario where recycled panels were used in an installation and explained that after
397 reviewing the MCS standards, there does not appear to anything that states that the system must
398 be new at the time of commissioning.

399

400 VG asked whether MCS Contractors must enter system serial numbers in the MID which would flag
401 if a number was used more than once. LE explained that there is no field in the MID for this
402 information, only the product number, Licence Holder and name of the system is provided.

403

404 **ACTION SMG 170622-014: MCS Administrator to circulate the list of commissioning scenarios and**
405 **definitions to the SMG members for comment.**

406

407 **ACTION SMG 170622-015: JH to update Commissioning scenarios table following feedback from**
408 **the SMG.**

409

410 **ACTION SMG 170622-016: DJ to submit comments raised regarding improving efficiency.**

411

412 6. MCS 023

413

414 GR raised that in order to review the draft updates to MCS 023 sufficiently, they should be read in
415 conjunction with the latest version of PAS 2030 from the BSI website. This lead to a discussion
416 regarding the SMG members access to British Standards Online (BSOL) accounts via MCS.

417

418 **ACTION SMG 170622-017: SMG members to check BSOL access and contact MCS Administrator if**
419 **unable to access site.**

420

421 DP clarified that MCS 023 has been updated in line with PAS 2030 and MCS Contractors who would
422 like their installations to be eligible for a Green Deal, must meet the requirements of the applicable



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423 MIS technology standard and MCS 023. For technologies within the scope of MCS, this combination
424 of standards is considered equivalent to PAS 2030.

425

426 The SMG agreed that significant changes have been proposed for MCS 023, particularly in the
427 design and pre-installation sections. DP explained that the sections related to renewable
428 technology have also been removed from PAS 2030 as part of a previous PAS 2030 review.

429

430 GR expressed concern that liability for the installations would shift to MCS if including the content
431 in MCS 023. GR provided an example where the draft of MCS 023 includes clauses regarding
432 flooding and protection against fire which were extracted from PAS 2030, but is not a requirement
433 of MCS and does not state the extent of which these requirements must be taken into
434 consideration. The Chair agreed that MCS cannot guarantee that the scheme requirements meet
435 the requirements of PAS 2030 and a further review of the copyright agreement will be required.

436

437 The Chair asked if clause 9.1 of the draft MCS 023 standard was removed, or whether the
438 requirements would still be equivalent to PAS 2030. DP explained that this would not be
439 considered equivalent as MCS have no other pre-installation survey requirements.

440

441 The SMG agreed that further changes would be needed for the document to be approved including
442 defining additional requirements and researching liability for the requirements.

443

444 DP requested that specific feedback be provided by SMG members and expressed concern that the
445 currently published version of MCS 023 is significantly out of date and an updated standard should
446 be published as a matter of priority.

447

448 **ACTION SMG 170622-018: JH to review copyright agreement with BEIS regarding information**
449 **taken from PAS 2030.**

450

451 The SMG discussed whether the competency criteria have changed based on the draft updates and
452 it was agreed that DP should review the scheme competency criteria against PAS 2030
453 requirements and that DJ should be invited to review MCS 023 for potential competency criteria
454 changes and determine whether any changes could be easily integrated.

455

456 **ACTION SMG 170622-019: DP to review PAS 2030 against the scheme competency criteria.**

457

458 **ACTION SMG 170622-020: MCS Administrator to invite DJ to review MCS 023 for potential**
459 **changes in competency criteria.**

460

461 GR asked what evidence CBs would accept that the new requirements of PAS 2030 have been met
462 and DP confirmed that it would be those competencies set out in clause 4 of PAS 2030.

463

464 The Chair asked whether CBs scope of accreditation with UKAS would be affected and it was agreed
465 that this should be confirmed post-meeting.

466

467 The SMG discussed whether the current issue of MCS 023 should be withdrawn and it was agreed
468 that this decision should be escalated to the Management Panel at a later stage.



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ACTION SMG 170622-021: MCS Administrator to raise the potential withdrawal of MCS 023 with Management Panel.

ACTION SMG 170622-022: MCS Administrator to raise with MCS Contractor CBs whether they are accredited to certify to the latest version of PAS 2030, confirm transitional arrangements and steps taken to demonstrate competence to assess against PAS 2030.

The Chair suggested that a preface could be included in MCS 023 to state that *'the below text is taken from PAS 2030 and has been reproduced here for convenience'*. The SMG agreed that whether this statement can be used should be confirmed with BSI post-meeting.

ACTION SMG 170622-023: DP to confirm with Brian Such at BSI if the suggested preface could be included in MCS 023.

It was agreed that the SMG should review the proposed changes to MCS 023 post-meeting and submit any comments within two weeks of receipt.

ACTION SMG 170622-024: MCS Administrator to re-circulate the draft version of MCS 023 to the SMG for comment. Comments to be submitted within two weeks.

ACTION SMG 170622-025: Management Panel members to review MCS 023 following completion of previous actions recorded for MCS 023.

7. MCS Standards in ROI

It was agreed that this agenda item should be discussed at the next SMG meeting.

8. MCS Change Process

Due to time constraints, this item was not discussed.

9. Requests for Equivalence

This agenda item was primarily discussed under the Management Panel update. The SMG agreed that once the Management Panel minutes are available, feedback should be provided to Eurovent Certita Certification and Heat Pump Keymark to explain the discussion.

Post meeting note: The Management Panel decided that written feedback would be circulated to Eurovent Certita and Heat Pump Keymark from the MP.

ACTION SMG 170622-026: JH to provide Heat Pump Keymark and Eurovent Certita Certification with feedback as discussed with Management Panel.



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513 GH expressed concern regarding the future of the scheme if the requests for equivalence are
514 rejected as manufacturers have indicated that post-subsidy they would have to carefully consider
515 which schemes they are certificated to.

516

517 *At this point, DP left the meeting.*

518

519 GR and the Chair disagreed with GH as MCS cannot have products on the scheme which do not
520 specifically meet MCS requirements. Furthermore, MCS does not know who sets the standards for
521 renewable energy in the EU so cannot guarantee that the EU requirements are the same as MCS
522 requirements.

523

524 **10. AOB**

525

526 There was no further business.

527

528 **11. Dates of next meeting**

529

530 The SMG agreed that a Doodle poll should be circulated to confirm the date of the next meeting.

531

532 **ACTION SMG 170622-027: MCS Administrator to circulate a Doodle poll for the next SMG meeting.**

533

534 *Post meeting note: The next SMG meetings will take place on Thursday 21st September 2017,*
535 *Wednesday 22nd November 2017 and Tuesday 30th January 2018.*

536

537 The Chair thanked the attendees and closed the meeting.

538

539 Date of next meeting: Thursday 21st September 2017