



MCS Standards Management Group - Final Minutes

MCS Standards Management Group – Final Minutes

Date and time: Friday 27th April, 11:00am – 4:30pm
 Venue: Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Attendees:

No.	Representing
1.	Solar PV Working Group Representative (Chair)
2.	Product Certification Bodies Representative (Vice Chair)
3.	Installer Certification Bodies Representative
4.	Heat Pumps Working Group Representative
5.	Solar Thermal Working Group Representative
6.	MCS 001 Working Group Representative
7.	Competency Working Group Representative
8.	BEIS (Observer) (<i>part</i>) (<i>dial in</i>)
9.	MCS Administrator
10.	MCS Administrator
Apologies	
1.	Biomass Working Group Representative
2.	Heat Pumps Working Group Representative
3.	MCS 010 and MCS 011 Working Group Representative
4.	BEIS (Observer)

Agenda:

Item No.	Item Name	Led By	Paper Reference	Time
1.	Welcome and approval of the agenda	Chair	➤ Verbal	11.00
2.	Minutes and actions from last meeting	Chair/Vice Chair/ MCS Administrator	➤ SMG_180427-02a - Minutes from previous meeting ➤ SMG_180427-02b - Actions Log	11.05
3.	MCS Scheme updates: <ul style="list-style-type: none"> • Steering Group • Novation • Management Panel 	Chair	➤ Verbal	11.25
4.	Working Group ToR	MCS Administrator	➤ SMG_180427-04 - Working Group ToR	11.40
5.	Working Group Updates	MCS 001 WG Representative	SMG_180427-05a - MCS 001 – Change Request SMG_180427-05b - Subcontracting clause – Change Request for all MIS SMG_180427-05c – Change request QMS via annual return SMG_180427-05c-2 - QMS via annual return proposal	12.00
		mCHP WG – MCS Administrator	Verbal	12.25



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		Solar PV WG	SMG_180427-05d - PV Guide Change request	12.30
		Competency WG Representative	Verbal	12.45
		Heat Pump WG Representative	SMG_180427-05e - MCS 007 – Change Request	12.50
Lunch				13.15
6.	Draft commissioning scenarios	Chair	➤ SMG_180427-06 - Draft scenarios	13.45
7.	Battery Storage	Chair	➤ Verbal	14.15
8.	Grace period for product removals	Chair	➤ Verbal	14.35
9.	Compliance Certificate requirement	MCS Administrator	➤ Verbal	15.00
10.	Change Process	MCS Administrator	➤ SMG_180427-010 - Review process and include CAPs	15.20
11.	IP position	Chair	➤ Verbal	16.05
12.	MCS/EST combined Best Practice, Consumer and MIS 3005 v5.0 Guide	Heat Pump WG Representative	➤ Verbal	16.15
13.	AOB	All	➤ Verbal	16.25
14.	Dates of next meeting: <ul style="list-style-type: none"> • 31.05.2018 • 26.07.2018 • 27.09.2018 • 29.11.2018 	MCS Administrator	➤ Verbal	16.30

1. Welcome and approval of the Agenda

The Chair welcomed the attendees to the meeting and apologies were noted.

The SMG approved the agenda and it was noted that the additional papers for agenda item 5 would be circulated during the meeting.

2. Minutes and actions from last meeting

The minutes were reviewed and agreed to be an accurate reflection of the meeting, subject to typing error corrections.

Action SMG 180427-01: Vice Chair to submit details of typing errors on minutes to MCS Administrator to update and publish the previous minutes.

Action:	Description:
SMG 22-014	MCS Administrator to refer request for additional funding to carry out fire test to the Management Panel.
Update: This was discussed at the joint MCS Solar PV and Roofing Issues Working Group (WG) meeting who may revisit the project. This action was closed by the SMG.	



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Action:	Description:
ACTION SMG_160928-04	The SMG to let the MCS Administrator know where unique work has been carried out as part of the due diligence work being carried out.
Update: This item will be discussed under agenda item 3 " <i>MCS Scheme update</i> " and item 11 " <i>IP position</i> ". This action was closed by the SMG.	

Action:	Description:
ACTION SMG_170321-03	MCS HPWG to confirm MCS 007 testing requirements and how these relate to MCS 011.
Update: A Change request has been submitted from the MCS Heat Pump WG regarding safety and testing and will be discussed during agenda item 5 " <i>Working Group Updates</i> ". This action was closed by the SMG.	

Action:	Description:
ACTION SMG_170321-04	BEIS to provide an update to the SMG when available regarding intellectual property of the MCS Standards and guidance documents.
Update: Update is the same as <i>ACTION SMG_160928-04</i> .	

Action:	Description:
ACTION SMG_170921-15	MCS Administrator to raise a review of the MID question 'Was the renewable heating system new when it was installed?' with the MCS Management Panel.
<p>Update: This is being considered by one of the MCS Service Company (MCSSCo) Directors and the MCSSCo Directors are looking to rebuild the MCS Installation Database (MID).</p> <p>The MCS 001 WG representative questioned whether the WG comments made previously had been captured and would be incorporated during the MID rebuild. The SMG requested the opportunity to check the list of current items to be considered during the MID rebuild e.g. showing that proving the installation had been completed using the Competent Person Scheme on all MCS certificates.</p> <p style="text-align: center;"><u>Action SMG 180427-02:</u> MCS Administrator to ask the MCSSCo Directors to provide a list of items which are being considered for the MID rebuild and to circulate this list to all WGs for comment.</p> <p>The SMG then discussed building regulations and the differences on notifying building regulations and the Competent Person Scheme.</p> <p>The Installer CBs representative also raised that the MID should have a 'suspend' option to show when an MCS Contractor was suspended from the Scheme. The MCS Administrator confirmed that this was on the list for consideration.</p>	

Action:	Description:
ACTION SMG_170921-17	GT and MCS Administrator to draft an agreed position statement and ask for comments for scenario 8, to help populate the rest of the table.



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Update: The MCS Administrator explained that recommissioning scenarios had been raised at the MCSSCo monthly Board meeting on the 26th April. It was noted that an MCSSCo Director would be spending time with Gemserv to provide advice regarding recommissioning due to discrepancies between the updated FAQ, historical scheme position and requirements of MCS 001.

The SMG agreed that the MCSSCo Directors should be involved and the Scheme should have a position on recommissioning. The MCS 001 WG representative believed that in the scenario mentioned, MCS 001 could be interpreted to allow recommissioning.

As this item was to be discussed under agenda item 6 "*Draft commissioning scenarios*", the SMG closed this action.

Action:	Description:
Action_SMG_171122-05	MCS Administrator to include IP on the agenda for all Working Group meetings.
Update: This action is still ongoing requiring further guidance on what to inform WGs of. This action is due to be discussed under agenda item 3 " <i>MCS Scheme update</i> " or item 11 " <i>IP position</i> ".	

Action:	Description:
Action_SMG_171122-09	The inclusion of Sub-Groups to be considered by the SMG as part of the next review of the Working Group Terms of Reference
Update: The MCSSCo Directors are now reviewing the Terms of Reference which will include changes regarding IP and may revise Service Level Agreements (SLAs).	

Action:	Description:
Action_SMG_171122-16	MCS Administrator to circulate the mCHP Add-On calculator and test methodology to the SMG for decision once the Enertek review has been completed.
Update: The action will be discussed under agenda item 5 " <i>Working Group Updates</i> ".	

Action:	Description:
Action_SMG_171122-21	MCS Administrator to raise standards in ROI with the MCS Steering Group with the endorsement of the SMG.
Update: This has been raised with the MCSSCo Directors and the MCS Administrator has been in communication with a member of the Roofing Issues WG who originally raised the action. This member has been in communication with the Sustainable Energy Authority of Ireland (SEAI) and National Standards Authority of Ireland (NSAI).	

Action:	Description:
Action_SMG_180130-11	MCS Administrator to find out if there would be any legacy data available and who would own it, if the CCT was closed.
Update: The Competency Checker Tool (CCT) is owned by the MCS Service Company, however limited data can be obtained from the tool due to unique codes for personal data, which was put in place due to concerns at inception that data may be shared with Certification Bodies (CBs).	



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As the CCT is being closed on the 30th April, The Vice-Chair enquired whether any data existing elsewhere would have to be destroyed, which the MCS Administrator confirmed was correct.

Action:	Description:
Action_SMG_180130-14	MCS Administrator to inform the Steering Group of the SMG's recommendation that the SMG take ownership of the MCS Complaint Guidelines and may want to consult with CBs and MCSSCo Directors if deemed necessary.
Update: This action has been raised with the MCSSCo Directors, who have also been requested by SMG to review the Document Library.	

Action:	Description:
Action_SMG_180130-18	CS to try and find an alternative BEIS representative to attend the next SMG meeting.
<p>Update: Following the completion of Novation, the SMG agreed to confirm BEIS' involvement with the group and noted that it was important that a representative from BEIS attend to make sure the Scheme is in line with BEIS expectations.</p> <p>An action was raised for the MCSSCo Directors to make a request to BEIS, following the view of the SMG, that a representative from BEIS is important as Scheme stakeholder and their position reflected in the Terms of Reference.</p> <p>Action SMG 180427-03: SMG to request that the MCSSCo confirm BEIS' involvement with the Scheme and attendance at SMG meetings.</p>	

3. MCS Scheme updates

Steering Group

The Chair explained that the signing for novation started a week prior and was completed on the 25th April. The Chair had since contacted one of the Trustees to establish where SMG would sit, as the Steering Group and Management Panel had been disbanded and the Stakeholder Advisory Group (SAG) had yet to be convened. The SMG were unclear on where they would report to.

It was confirmed that ownership of Standards would be with the MCS Charitable Foundation, though the SMG had questions on the funding available for projects and whether that funding would come from the charity or company.

The SMG discussed the SAG membership and the Vice Chair suggested forming a list of potential SAG members and for the MCSSCo Director to draft the Terms of Reference.

To continue with the meeting, the SMG assumed that they were reporting to the MCSSCo Directors, though confirmation was required. The SMG agreed that an action should be taken to inform the MCSSCo Directors of the SMG concern regarding the new governance structure.

Action SMG 180427-04: The Chair and MCS Administrator to inform the MCSSCo Directors of the SMG's concern over the new structure post novation.



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The SMG clarified that the Steering Group Chair agreed to arrange the SAG meeting. The Chair recalled that an invite to join the SAG was circulated 18 months ago and wondered if the invitations would still be valid to join the SAG. The MCS Administrator confirmed that this was correct, though invitations to join the SAG would likely be recirculated. Following the election of a SAG Chair, it would then be their responsibility to ensure that the SAG membership is correct.

Further questions were raised regarding the Steering Group and when they would be disbanded, as the SMG were not aware of any updates. The Chair agreed to ask SW for more information.

Action SMG 180427-05: The Chair to ask the Trustees and MCSSCo Directors for more information regarding when the Steering Group will be disbanded, and the communications required.

Novation

The Competency WG Representative enquired about the running cost/ financial changes of the scheme post-novation. The Vice Chair advised that, since the MCSSCo Directors were now involved in the financial and operational aspects of the Scheme, then the SMG should expect some changes.

The SMG discussed the Financial Year (FY) 18/19 budget which had been approved and considered the increase of income from MCS Contractors. The MCS 001 WG Representative questioned if the SMG will still have a budget to fund projects, noting that this may not be confirmed until committees and structures have been set. The SMG believed that Trustees would have not have direct authority over Scheme actions, though this would need to be clarified.

The Vice Chair enquired how the income would now be used. The Chair advised the financial responsibility would be with the MCSSCo, which would assign the funds.

On the topic of income, the Solar Thermal WG Representative raised the implications regarding changes to the Government incentives and questioned where the money would come from to fund MCS committee projects.

Management Panel

The SMG raised the 'Per Installation' fee increase and the MCS Administrator explained that since the budget had been set, the priority was for the MCSSCo Directors to proceed with the increase which began with the notification to the Register of Marks. There is a mandatory waiting period of around two months to allow the option to object.

The Chair enquired about bulk buying and if, since the communication had been sent to MCS Contractors reminding that a price increase is imminent, there has been an increase in bulk buying. The MCS Administrator was not aware of any bulk buying, though as the increase has not yet occurred, the Scheme cannot be sure this won't happen however, the communication clearly stated that credit purchasing will be monitored.

The MCS Administrator also reminded the Management Panel members in the meeting to submit their expenses as soon as possible as post-novation the Management Panel has been disbanded.

4. Working Group ToR

A request was made by the Management Panel Chair prior to the Panel disbanding, for the SMG to review the WG Terms of Reference (ToR) as it does not currently contain a complaints procedure for complaints made regarding a WG member.



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The SMG discussed whether the group felt that there should be a complaint process and if so, where this should sit in the ToR. The SMG discussed the following options:

- Include text within the Annex of the ToR which discusses behaviour, or
- Update the “De-appointment” clause on page 8 to include WG members.

The SMG agreed with adapting the text under “De-appointment” to say, “**Working Group members and SMG Representative**”. The Heat Pump WG Representative also suggested text should be included to allow the member in question to make their case - either at a meeting or electronically via email.

An SMG member enquired if a complaint process was needed if the decision of the WG was not represented correctly. The SMG suggested that this could be resolved by the de-appointment of the Chair/ SMG representative. Though the SMG agreed that this situation was already covered within the appeals process in the ToR which should be renamed “Decisions and Reports”.

Finally, the SMG discussed the inclusion of sub-groups in the ToR and decided that the responsibility of the sub-group lies with the WG and that there was no link between sub-groups and the SMG.

It was agreed that the previous Chair of the Management Panel should be informed of the agreed changes and that an SMG member would make the amendments for another SMG member to review, which can then be approved by the SMG electronically.

Action SMG 180427-06: MCS Administrator to send a communication to the previous Chair of the Management Panel to relay the updates to the WG ToR's agreed by the SMG.

Action SMG 180427-07: The MCS Installer CB Representative to draft changes to the WG ToR which will then be reviewed by the Heat Pump Working Group Representative within 5 WDs. Once reviewed the MCS Administrator will then circulate the amended ToR to the SMG for electronic vote.

5. Working Group Updates

MCS 001 WG

The MCS 001 WG have provided three Change Requests which the SMG reviewed.

Change Request 031 was proposed to improve the current content for sub-contracting and complaints. As hard copies of the supporting documents were provided to the SMG attending members, the Vice-Chair requested that the relevant papers also be circulated electronically, which the MCS Administrator did during the meeting. The MCS 001 WG Representative continued that there is a need to define sub-contracting to make it clearer how to sub-contract MCS work. Umbrella schemes could also be included in this as the Umbrella company is usually the MCS Contractor who sub-contracts the work to a non-MCS installer. Furthermore, information would be required to clarify sub-contracting in different situations e.g. how manage and monitor sub-contracting and who is responsible for the system.

These changes could apply to Certification Bodies (CBs) as there is currently nothing that allows CBs to check sub-contractors. Another issue that should be taken into consideration is where a party pays for the system but are not the owners of the system e.g. Assignment of Rights (AoR). The MCS 001 WG Representative held a discussion with BEIS and the deadline for the implementation of AoR could be dependent on MCS. The MCS 001 WG Representative suggested that Clause 4.8 in MCS 001-1 could be interpreted correctly in order to align with AoR but further clarification could be included in the guidance.



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The SMG debated whether the changes to the document would need to go out for consultation. If a consultation is required then the timescale of publication would be longer, however the Scheme may be at risk if no consultation is conducted.

Following a conversation with BEIS, their view is that a contract should be in place between MCS Contractor and the end user regardless of sub-contracting. Clause 4.8 could be interpreted to mean that, where an investor is paying the MCS Contractor, the MCS Contractor must have a zero value contract with the end user and a commercial contract with the investor. This could be clarified in MGD 001 and then move into MCS 001 when it is next updated.

The Competency Working Group Representative raised a concern that factors including the decrease in RHI, could leave consumers at risk if the MCS Contractor leaves the Scheme and the customer's system requires maintenance. The Heat Pump Working Group Representative suggested that the investor would then become involved as they would have to be a member of a Chartered Trading Standards Institute (CTSI) Approved Consumer Code (Consumer Code).

The Heat Pump Working Group Representative raised any problems with the investor could be taken up with Ofgem which would provide another layer of consumer protection, as they have the ability to remove the investor from operating as an Investor.

Another concern was the customer being mis-sold and the implications of the customer not paying for the system directly. The MCS 001 WG Representative clarified that this would be a Consumer Code issue as under consumer legislation a mis-selling complaint can be submitted regardless of payment.

The Change Request also seeks to clarify:

- How complaints and appeals against a CB will be managed;
- Where a non-conformity is raised outside of a surveillance visit; and
- Complaints raised by an individual other than the original customer who the contract was with.

The Competency Working Group Representative raised that the MCS Contractor's reasoning could be valid as there would be no contract between the MCS Contractor and the complaint holder, though The MCS 001 Working Group Representative clarified that the MCS Contractor certified the installation based on it meeting the MCS Standards at the time of commissioning and the MCS Certificate related to the system and not the customer.

The text also stated that a responsibility for the system would not extend further than 6 years, which is a similar timeframe for valid warranties. The Solar Thermal Working Group Representative suggested that responsibility for the system should start from the commissioning date or the date the MCS Certificate is raised and the SMG agreed to amend the text to start from commissioning.

Action SMG 180427-08: The MCS 001 Working Group Representative to amend the proposed complaint text for MCS 001-1 to state that responsibility of the system starts from the date of commissioning.

Questions were raised if the UKAS requirement mean that CBs must have a complaints process and if there would be any conflict in amending the text. It was agreed that there would be no conflict.

The SMG debated a section in MCS 025 which guides MCS Contractors on the appropriate time that the Nominated Technical Person must spend with each sub-contractor depending on the volume of installations and installers. It was explained that this was used as an example and that MCS 025 is currently under review but the SMG should be aware of the examples used.

The following proposals were made for Change Request 031:



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Proposal 1: Following permission from SMG, the MCS 001 WG are to produce the agreed changes in a format for consideration, the proposal was seconded by the Chair.

Vote: 7 In favour, 0 against, 0 abstentions

Therefore, the proposal was approved.

Proposal 2: The MCS 001 WG to draft text for MGD 001 electronically, which will then be sent to the SMG for electronic vote by the 26th June. The proposal was seconded by the Chair

Vote: 7 In favour, 0 against, 0 abstentions

Therefore, the proposal was approved.

Action SMG 180427-09: The MCS 001 WG to apply changes to MGD 001 electronically and send to the SMG for electronic vote by the 26th June.

The SMG then discussed Change request 030 which requests the removal or amendment of the sub-contracting clauses from all MCS Installer Standards (MIS) following changes to MCS 001.

The Heat Pump Working Group Representative suggested that the MIS document refer MCS Contractors back to MCS 001 for information on sub-contracting. The MCS Administrator then raised that if the Change Request was approved, then it may be needed to include a clause in MCS 001 to make it clear that the MCS 001 subcontracting text take precedent over the MIS subcontracting text. This is because of the delay in implementing the changes to the MIS documents due to the regulatory change cycle.

The SMG debated whether the changes to the standards would need an internal consultation involving all affected WGs or if the standards could be amended.

After further discussion, the SMG agreed that a communication should be circulated to all Working Groups to explain the reasons for the changes and inviting feedback. The SMG thought that as the MCS 001 WG had been involved in the Change Request, if any WG had any comments on the changes then these should be communicated to the MCS 001 WG.

The SMG also agreed that the sub-contracting text should be replaced with an additional note which has yet to be determined and that once amended the document would go out for consultation.

Proposal 3: To remove the sub-contracting clauses from all MIS documents with the addition of a note, which the Vice Chair seconded.

Vote: 7 In favour, 0 against, 0 abstentions

Therefore, the proposal was approved.

Action SMG 180427-010: MCS Administrator to circulate an email to inform all MCS WGs of the proposed removal of the subcontracting text in MIS documents and proposed replacement text in MCS 001.

Regarding Change Request 035, the MCS 001 Working Group Representative explained that in 2015 the MCS Steering Group had a strategy day where the Group discussed Quality Management System (QMS) requirements to see if evidence could be reviewed remotely. The assessor would still visit the MCS Contractor's office every third year and conduct a remote assessment in between to monitor compliance. Remote assessment should be acceptable to UKAS in principle.



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The Change Request would require work and the SMG discussed the benefits of remote submission, including removing the link between the office and the on-site assessment. The Solar Thermal Working Group Representative thought that remote assessment would be practical for small installation companies but had concerns how it would impact Umbrella schemes and believed that they should be audited both in office and on site every year. The Installer CB Representative clarified that remote assessment could be an option for CBs and would depend on the risk. The Solar Thermal Working Group Representative stated that potential changes should not allow ambiguity.

The SMG raised that if remote assessment is successful it would be extended to 5 years. The Vice Chair enquired how the CB would confirm the premise address of the MCS Contractor. This could potentially be verified using the trading location but in some cases, this is not applicable. It was also suggested that the trading address could be adapted from the draft Each Home Counts framework documents where the address must be included on the invoice.

Further clarification of applying the requirements larger companies, including Umbrella schemes, was agreed to be included in the changes.

Action SMG 180427-011: MCS Administrator to request the MCS 001 WG add clarification of QMS via annual return application for larger companies i.e. Umbrella schemes, in the changes to MCS 001.

Proposal 4: The MCS 001 WG to draft changes to MCS 001 including to include QMS via annual return for consultation. This was seconded by the Installer CB Representative.

Vote: 7 In favour, 0 against, 0 abstentions

Therefore, the proposal was approved.

As two of the change requests are amendments to the same document, the amendments will be conducted at the same time and published for consultation as one publication.

mCHP WG

The MCS Administrator updated the SMG that the Chair of the micro CHP Working Group has recently resigned and that the WG currently have no Chair following several election attempts. However, the MCS Administrator are liaising with members of the WG and expect a nomination shortly.

Furthermore, the Add-on calculator is no longer being reviewed by Enertek and is now to be reviewed by a member of the WG who has a requested a deadline of a month.

Solar PV

The SMG considered the Change Request submitted by the MCS Solar PV WG (033). The Change Request outlines that there are significant changes needed to the Solar PV Guide and explained the changes needed but does not provide exact wording which will be drafted at a later date following the SMG comments.

The SMG reviewed the Change Request and discussed the following:

- Flat roof definitions

The MCS Administrator explained that the pitched roof definition was developed with input from several working groups and was published in guidance last year.



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The Solar Thermal Working Group Representative suggested that a definition of flat roofs could be included in MCS 012. The MCS Administrator explained that this has not been proposed as MCS 012 is a test and declare standard and the Roofing Issues Working Group agreed it would be more appropriate to include the definition in the Solar PV Guide.

- Bespoke systems

The Solar Thermal Working Group Representative raised concerns that the changes could be used to justify PV systems which do not have a roofing kit, though it was confirmed that the MCS Contractor would have to prove that there was no MCS 012 kit available. The feedback will be raised with the PV WG.

Action SMG 180427-012: MCS Administrator to raise bespoke system text with the Solar PV WG and raised concerns about justifying that no MCS 012 kits are available.

- Plug and Socket Connections

The SMG noted that the sentences proposed contradict each other and disagreed with the suggestion that “shall” should be changed to “should”. The Solar Thermal Working Group Representative raised if “type” of connector would need to be defined and the SMG discussed the connectors used in an installation.

In principle, the SMG agreed with the need to remove different types of connector being used in the industry, however the proposed wording requires improving to remove ambiguity.

- Switch Disconnectors – General Requirements

The Heat Pump WG Representative and the Chair questioned if there was a need to include this, though as some installations are not being put together correctly, the Scheme cannot advise MCS Contractors where to put cables. The Vice Chair thought that the IP rating was a good idea but is already included in the regulations. The MCS 001 WG Representative raised that it may be appropriate to include this in the guidance document and be clear that this is an example.

- Inverter Sizing

The SMG agreed that this should be included in the update but questioned the term “non-combustible surface” in relation to an installer. In principle, the SMG agreed with the changes however requested that the wording is revised.

Action SMG 180427-013: MCS Administrator to raise the wording for Inverter sizing with the MCS Solar PV WG.

- PV Specific Hazards

The SMG thought that this should be considered in site survey.

- Handover & Document

The SMG did not agree that an appendix to aid MCS Contractors who are conducting a Fire risk assessment was required, as the Scheme is not responsible for the competency of an MCS Contractor as a fire assessor. The Vice Chair suggested removing “MCS Contractor” from the text to potentially reduce the risk. The SMG supported an Appendix to alternatively highlight risk factors to take into account during a fire assessment.

- BS 7671



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The Change Request included an update to align MIS 3002 and the PV Guide with BS 7671: 2018 and the SMG considered whether MIS 3002 could be updated as it is referenced in the FiTs Order by version number. The PV Guide could be updated as it is not referenced in the FiTs Order and currently references specific clauses from BS 7671 which are outdated, while MIS 3002 reference a 2001 version of the standard.

The SMG also raised G83/1 as an external standard referenced which needed to be updated.

Action SMG 180427-014: MCS Administrator to feedback to the Solar PV WG that references to G83/1 and BS 7671 require updating in MIS 3002.

Proposal 5: To allow the Solar PV WG to commence with the update to the PV Guide with consideration to the comments made by the SMG, this was seconded by the MCS 001 WG Representative and the votes were as follows:

Vote: 7 In favour, 0 against, 0 abstentions

Therefore, the proposal was approved.

The MCS Administrator also noted that the MCS Solar PV WG had submitted another change request (029) regarding MCS 005 as a separate proposal which was circulated to the SMG for electronic vote. The Change Request was approved by the SMG and an action was raised for the Solar PV WG to consider the referencing in MCS 005.

Action SMG 180427-015: MCS Administrator ask the MCS Solar PV WG to review the external references in MCS 005.

Competency WG

The MCS Administrator circulated the latest version of the Competency Guidance document to the members in attendance.

The Competency WG Representative informed the SMG that the Competency Working Group (CWG) discussed the current Scheme training material and pre-requisites.

The CWG are also considering the feedback for the installer who completed the EWR pilot programme as well as alternative forms of the Experienced Workers Route e.g. adapting a version of APEL (Assessment of Prior Experiential Learning) or a remote based level of competency. The CWG are also discussing metering for performance and for payment and debated whether training is required for MCS Contractors.

The current Competency Checker Tool (CCT) expires on Monday 30th of April and communications have been circulated via newsletter to inform MCS Contractors of this.

The SMG then reviewed the proposed alternative for the CCT and the following changes were agreed to the document:

- Addition of a note for MCS Contractors to be aware that each course has a defined scope and it is their responsibility to ensure they have the competencies to deliver the scope of their work
- Clarification that any courses missing from the list be submitted by AOs or CBs to mitigate submissions by MCS Contractors of non-mapped courses
- Amendment from “sort” to “sought”.



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- Removal of reference to IDHEE as only courses mapped, or facilitated by an Awarding Organisation, can be included in the absence of a process for assessing the course content against the Scheme criteria.

Discussions were held regarding the IDHEE course however in the absence of a process it was felt that other organisations with similar offerings could raise a complaint against the Scheme.

During the discussion, the SMG commented that the wording of the document could be improved and that some of the courses listed were out of date or have been amended since originally mapped. This led to a discussion regarding the potential for MCS to map courses to the Scheme criteria and provide training and materials packages. This will be discussed by the CWG at the next meeting which could then be raised with the MCSSCo Directors.

Action SMG 180427-016: Competency WG to discuss the potential for MCS to map courses against the Scheme criteria and to provide a training and materials package, which could then be raised with the MCSSCo Directors.

The SMG debated whether the Competency Guidance document could be circulated for comment in time for the closure of the CCT, though it was agreed that there needed to be a document in place for installers to refer to on the 30th April with the changes approved by the SMG above.

Proposal 6: To publish the Competency Guidance with all of the SMG's changes on the MCS Website, which the Heat Pump WG Representative seconded.

Vote: 7 In favour, 0 against, 0 abstentions

Therefore, the proposal was approved.

It was agreed that the Competency Guidance should be circulated to all SMG members, with a note that it had been approved during the meeting.

Action SMG 180427-017: MCS Administrator to circulate the Competency Guidance paper to the SMG explaining that it had been approved.

Post meeting note: This was completed on the 27th April.

The Chair informed the SMG that a new Compliance and Enforcement Manager has been appointed by the MCSSCo Directors and a press release will follow in due course.

Heat Pump WG

The Heat Pump WG Representative raised that a Change Request has been made to clarify and simplify MCS 007 (Change Request 034). The Chair asked if the Heat Pump Working Group (HPWG) had approved this request before it was submitted to the SMG because as previously discussed sub-groups have no authority to request a change. The Heat Pump WG Representative confirmed that the HPWG approved the suggested changes.

At this point, the Chair left the meeting so as not to compromise the discussion and the Vice Chair led the item.

It was noted that while the Change Request should be amended to state that the request is from the HPWG it also states "Solar Keymark" instead of "Heat Pump Keymark".



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The SMG questioned the timescales to complete the work and were informed by the Heat Pump WG Representative that he was confident the work could be completed during May as sub-group have been working on the changes.

The SMG debated whether the changes to the definition for product families would need to be consulted on. The Heat Pump WG Representative believed not and the Vice Chair commented that while the product family definition is being clarified and defined, it is at the discretion of the CBs on what is accepted.

Proposal 7: To approve Change Request 034 which was seconded by the Solar Thermal Working Group Representative.

Vote: 6 In favour, 0 against, 0 abstentions

Therefore, the proposal was approved.

The Chair re-joined the meeting following this discussion.

6. Draft commissioning scenarios

The MCS Administrator raised that following the completion of Novation, the MCSSCo Directors are considering the next steps regarding recommissioning.

7. Battery Storage

At this point the BEIS Representative dialled in for this agenda item, which was discussed after agenda item 8 "Grace period for product removals".

The BEIS Representative introduced himself from the Smart Energy team at BEIS, which focuses on consumer protection. The BEIS Representative attended the meeting on behalf of Battery Storage team at BEIS who he will report back to.

Chair informed the BEIS Representative that the Steering Group and SMG have approved in principle for the Scheme to expand the scope of the Scheme to include battery storage. The Institution of Engineering and Technology (IET) have published battery storage guidance, though there is currently nothing for performance estimates for battery systems. Funding has also been approved for a project involving Loughborough University looking at the domestic electric usage patterns. This project is awaiting a contract and should form part of an Installer Battery Storage document with a calculator. The BEIS Representative and the Chair agreed to discuss funding offline.

Though this research has yet to commence, RECC and the National Solar Centre have research which could also be used.

Action SMG 180427-018: The Chair and the BEIS Representative to discuss funding of the battery storage research project offline, MCS Administrator to share contact details.

The Vice Chair informed the BEIS Representative that if BEIS would like anything included in the standard, e.g. safety, and would want to help drive installers becoming certified in battery storage, they should inform the Scheme to support the business case for battery storage.

Action SMG 180427-019: MCS Administrator to contact the MCSSCo Directors regarding the expansion of the scope of the Scheme to include battery storage.



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The SMG were informed that IET were also looking at battery storage at their next meeting on 8th May regarding the competency of installers, so it may be possible for IET and the Scheme to work together as IET currently provide the standard for electrical installation work which link into the Scheme's business case.

Action SMG 180427-020: The Chair and the MCS 001 WG Representative to follow up with IET about the battery storage standard being discussed at the 8th May IET meeting.

8. Grace period for product removals

This item was discussed after agenda item 12 "MCS/EST combined Best Practice, Consumer and MIS 3005 v5.0 Guide".

The background to this agenda item was that a CB had requested the removal of products from the scheme with no grace period as the certification had been withdrawn.

The Vice Chair's view was that it was dependent on the MCS Contractor to prove the date of manufacture of a product was before the removal date by using a serial number. This could then be passed onto the MCS Helpdesk to allow the MCS Contractor to generate a MCS Certificate. The MCS Administrator questioned if there was a risk of the MCS Contractor providing incorrect information as there is no way for the Scheme to check. The SMG agreed that it would be at the risk of the MCS Contractor to do this as it could be audited. The Chair thought that this issue should be referred to the MCSSCo Directors and the Installer CB Representative added that this was also discussed at the CB Forum. Previously, the Scheme had a grace period for MCS Contractors which was removed and some product CBs would like to remove the product grace period as well. The SMG then discussed the scenarios which could trigger a product removal.

The Heat Pump WG Representative thought that the Scheme should decide a suitable notification grace period to reduce risk of consumers who bought products when they were certified, as there needed to be a process in place to allow an MCS Contractor to register a MCS Certificate.

The Vice Chair suggested allowing a 6-month period for MCS Contractors to make an application to create a certificate using a product that was removed, suggesting it was similar to the Extended Access process used by MCS Contractors now and are informed that the certificate may be audited by their CB.

The MCS Administrator raised that this would be a manual process and, at the last meeting, it was agreed that products remain live in the MID until an approach and communication plan was agreed between the Certification Body, MCSSCo Director and the MCS Administrator. The Chair thought that products had been removed from the MID already and was informed that they have been removed from the MCS website but had not been removed from the MID and could still be used by MCS Contractors.

The SMG agreed to recommend that the products be removed immediately and agreed that if an MCS Contractor raised an enquiry about the products then they should be told to provide the date when the product was manufactured and how this was determined. Questions were also raised about how often MCS Contractors would have to apply to amend/ create a certificate as this would involve a manual process of removing the removal date for that product which could allow another MCS Contractor to use the product for a short period of time as well.

This could be rectified within the new MID and the Solar Thermal WG Representative believed it would be up to the manufacturer to notify MCS Contractors that the product was not certified otherwise it could be considered mis-selling.

Proposal 8: To make the recommendation to the MCSSCo Directors that the products referred to were removed without delay and propose other ideas. The Heat Pump WG Representative seconded this.



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Vote: 7 In favour, 0 against, 0 abstentions

Therefore, the proposal was approved.

Action SMG 180427-021: SMG to recommend to the MCSSCo Directors that the products should be removed immediately and for other options to be proposed.

9. Compliance Certificate requirement

Due to time constraints, this agenda item was not discussed.

10. Change Process

Due to time constraints, this agenda item was not discussed.

11. IP position

Due to time constraints, this agenda item was not discussed.

12. MCS/EST combined Best Practice, Consumer and MIS 3005 v5.0 Guide

This item was discussed following agenda item 5 "Working Group Updates".

The SMG were informed that the project is near completion. The Heat Pump WG Representative noted that the provision of the MCS logo would be useful in the process and the MCS Administrator will provide The Heat Pump WG Representative with a copy of the MCS logo.

Action SMG 180427-022: MCS Administrator to provide the Heat Pump WG Representative with a copy of the MCS logo.

13. AOB

There was no further business.

14. Dates of next meeting

- 31.05.2018
- 26.07.2018
- 27.09.2018
- 29.11.2018
- 31.01.2019

An action was raised for the Trustees and MCSSCo Directors to be invited to attend future SMG meetings.

Action SMG 180427-023: MCS Administrator to invite Scheme Trustees and MCSSCo Directors to attend future SMG meetings.

The Chair closed the meeting.