

STANDARD OPERATING PROCEDURE

CERTIFICATION OF SOLAR PV / WIND SYSTEM VENDORS/INSTALLERS/SERVICE PROVIDERS



ALTERNATIVE ENERGY DEVELOPMENT BOARD

2nd Floor, OPF Building G-5/2 Islamabad. www.aedb.org

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Glossary

AEDB	Alternative Energy Development Board
AEF	Alternative Energy Fund
NIC	National Identity Card
NTN	National Tax Number
PEC	Pakistan Engineering Council
PV	Photovoltaic
SOP	Standard Operating Procedure

3. Evaluation of Application

(1) An evaluation team comprising of following officers will meet fortnightly for evaluation of applications

i. Secretary, AEDB Member ii. Director (Policy), AEDB Member iii. Director (Solar), AEDB Member iv. Director (Wind-II), AEDB Member v. Director (Admin), AEDB Member vi. Representative from M/o Water & Power Member vii. Representative from PEPCO Member viii. Representative from M/o Science & Technology Member ix. APS (CDM), AEDB Secretary

(2) Only the applications forwarded by processing team would be considered by evaluation team. Processing team will also arrange for a detailed presentation on the application by the installer during meetings of the evaluation team. The presentations will include but not limited to company details, specialization, employees, professionals having specialization in solar PV / wind systems installations, professional certifications, list of equipment, software, machinery etc., company certifications, details of completed projects in last five years, work completion certificates / appreciation letters etc. The duration of presentation in any case may not be more than 30 minutes. The processing team will obtain soft copy and hard copy of the presentation two days before the scheduled meeting date.

(3) In case if more than one applications are under review in evaluation committee meeting, maximum of three companies, listed top in the list of submission of applications w.r.t. their date of acknowledgment will be entertained by the evaluation team. Remaining applications will be deferred for next meeting of the evaluation team.

(4) In case if the application / request of the company is deferred to next meeting of the evaluation team due to any reason including exceeding number of applications in one day, the request of that company will be given priority in next meeting of the Evaluation team.

(5) The evaluation team will evaluate the application on the basis of eligibility criteria specified in schedule 2 of the Certification Regulations. If the applicant meets the passing score specified in schedule 2 of the Certification Regulations, the recommendations of the evaluation team for issuance of certificate will be submitted to CEO, AEDB.

4. Certificate

(1) Once approved by the CEO, the office of secretary will inform the applicant about outcome of the evaluation process and will provide a deposit challan for depositing certification fee specified in schedule 5 of the Certification Regulations, within a period of 15 days from date of issuance.

(2) The applicant will submit copy of bank deposit slip to AEDB and Certificate in the name of applicant will be issued within seven (07) days of receipt of fee deposit.

5. Renewal of Certificate

- (1) The application for renewal received at AEDB is to be processed as per regulation 7 of the Certification Regulations and in accordance with clause 1, 2 and 3 of these SOPs.
- (2) Where an application for renewal meets the requisite score specified in schedule 2 of the Certification Regulations, the evaluation team will submit its recommendations for renewal of certificate to CEO AEDB.
- (3) On approval by the CEO, the office of secretary will inform the installer about outcome of evaluation process and will provide a deposit challan for depositing renewal fee specified in schedule 5 of the Certification Regulations, within a period of 15 days from date of issuance.
- (4) Where the installer fails to apply for renewal of Certificate within the validity of the certificate, the certificate will stand expired. The office of the secretary will be required to get the name of such installer removed from the website and other places where it was previously displayed.

6. Post approval Evaluation, Monitoring and Control

- (1) Pursuant to clause 8 of Certification Regulations, based on the evaluation scorecard, the processing team will prepare ranking of the installers quarterly and display at AEDB website or other forums.

7. Revocation of Certificate

- (1) If, during the validity period of the Certificate, any complaint is lodged to AEDB against a certified installer about breach of these regulations, the matter will be referred to NEPRA for further proceedings against the installer. Customers can also lodge a complaint regarding breach of these regulations by a certified installer directly to NEPRA
- (2) NEPRA may, as an independent arbiter, initiate proceedings for revocation of certificate as issued by AEDB to certified installer against a complaint / application received by NEPRA either from AEDB or directly from any of its customers regarding breach of these regulations by a certified installer.
- (3) NEPRA may add a caution notice on any database of the certified installers and communicate to AEDB that it has initiated proceedings against a certified installer that may lead to the revocation of its certificate.
- (4) NEPRA through writing will provide the installer an opportunity of hearing. NEPRA being satisfied that the installer fails to justify, breach of certification regulations is established, and complaint / application of customer is genuine, issue a notice to AEDB to revoke a certificate issued to a certified installer. AEDB, upon receipt of notice from

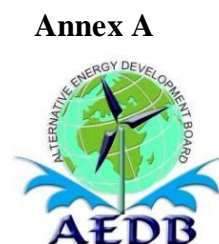
NEPRA and with the approval of the CEO AEDB, may revoke its certificate and the name of the installer may be included in a black-list.

- (5) In order to aid assessment of NEPRA regarding any reported breach, or performance of the company, NEPRA can consider engaging a third party auditor to carry out independent assessment and submit its findings in shape of a report.
- (6) Upon revocation of a certificate:
- (i) the privileges set out in schedule 4 attendant to certification under these regulations shall cease forthwith and the name of certified installer whose certificate is revoked may be black-listed.
- (ii) the bank guarantee submitted by the certified installer shall be encashed
- (7) A certified installer whose certificate is revoked may apply for removal of his name from the black-list and for issue of the certificate afresh after expiry of one year following the revocation of the certificate.

Secretary (AEDB)



**DOCUMENT CHECKLIST
FOR ISSUANCE OF CERTIFICATE
SOLAR/ WIND INSTALLERS**



Sr. No.	Documents to be submitted along with duly filled application form in CAPITAL letters	Tick	
		Yes	No
01.	Company registration certificate		
02.	Pakistan Engineering Council (PEC) registration certificate in appropriate categories relevant for renewable energy and energy planning		
03.	Readable copy of Identity Card of Owner / Shareholder(s) / Partner		
04.	Audited financial report/ duly verified bank statements for last three years		
05.	You can submit the fees etc. in shape of DD/PO/BC in favour of Alternative Energy Fund from any scheduled bank operating in Pakistan as per Laws of Pakistan.		
06.	NTN registration certificate		
06.	Sales Tax registration certificate		

07.	Engineers detail 1. Detailed CV of employees 2. Copy of PEC registration certificate 3. Bank Statement or Certificate from employer's / employee's Bank regarding transaction of salary into engineer's account		
08.	Details of national and international trainings and certificates obtained by the company and/or its employees in solar PV / micro-wind systems (on-grid, off-grid, hybrid)		
09.	Details of Industry standard software, tools, equipment etc		
10.	Solar PV / micro-wind systems Installations in different parts of the country (on-grid, off-grid, hybrid) as per performa at Annex-I.		
11.	After sales services mechanism and details of team in this regard, methodology for services / repairs / replacements		
12.	The Affidavit on stamp paper of Rs. 100/- duly notarized and signed by the CEO/Chairman/Owner of the firm/company (Appendix-B)		



7 Address Regional office 1															

Annex A

DOCUMENT CHECKLIST FOR ISSUANCE OF CERTIFICATE SOLAR/ WIND INSTALLERS

7.1 City															
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7.2 Contact Number															
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8 Address Regional office 2															

8.1 City															
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8.2 Contact Number															
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9 Address Regional office															

9.1 City															
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9.2 Contact Number															
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10 Country of origin	Pakistani <input type="checkbox"/>	Foreign <input type="checkbox"/>	Name of Country			

11 Type of Ownership	Partnership <input type="checkbox"/>	Private Limited Company <input type="checkbox"/>
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(Tick one only)	Public Limited Company	<input type="checkbox"/>	SMC (Pvt) Ltd Company	<input type="checkbox"/>
	Statutory Body	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>

12 Application process fee														
12.1 Bank														

12.2 Branch														

Annex A

DOCUMENT CHECKLIST FOR ISSUANCE OF CERTIFICATE SOLAR/ WIND INSTALLERS

12.3 Check/PO/DD No.														

12.4 Amount (US\$)														
(In figures)					(In words)					Dated				
										D	D	M	M	Y

13 UNDERTAKING													
I undertake that the information given above and documents / papers attached herewith are correct and accurate to the best of my knowledge.													

Company / Firm Seal

Name:

Signature: _____



**DOCUMENT CHECKLIST
FOR ISSUANCE OF CERTIFICATE
SOLAR/ WIND INSTALLERS**



2.										
3.										
4.										

(Add separate sheet if required)

AFFIDAVIT FOR NON BLACK LISTED

I _____ S/o _____, holding
CNIC No. _____ do hereby solemnly affirm and
declare as under;

1. That I am deponent of this affidavit, hence fully conversant with the facts of the matter.
2. That I am authorized representative of “ _____ “, having registered address at _____ .
3. That our firm has not been Black listed by any Government/Semi-Government Department or any private or any private organisation, Private Company or Corporation.

I further affirm and declare that above statement is true to my knowledge and that nothing has been concealed or hidden therein.

DEPONENT _____

Name:
CNIC No.