

# Application for MCS Registration with OFTEC



## BEFORE YOU START...

### Application for OFTEC renewable registration

Thank you for applying for registration as an installation business for renewable technologies under the microgeneration certification scheme (MCS). By doing so you are automatically included for the same technology under the OFTEC competent person scheme (CPS). Please note that OFTEC's competent person scheme (CPS) operates in England and Wales (our registration scheme operates in other regions) and the Microgeneration Certification Scheme (MCS) operates in United Kingdom. OFTEC offers renewable registration for Solar Thermal Systems (Ref: OFT501), Heat Pump Systems (Ref: OFT504) and Biomass (Ref:OFT505). You can register for one, two or all of these scopes and, before completing this application form, we recommend you read OFTEC's information sheet 'Expand your business with the OFTEC renewables scheme' (OFTEC Publication no.73) which is available on request or downloadable via [www.oftec.org](http://www.oftec.org).

Registration is for one year from the date we complete a satisfactory evaluation of your office procedures and on-site technical inspection. Renewal of registration and subsequent inspection is then required annually.

OFTEC will process your data in accordance with the General Data Protection Regulation (GDPR). We only collect your data for the purposes of granting certification with the OFTEC registration schemes. We will process and hold your data lawfully, fairly and securely. Your data will be processed accurately and kept up to date either by you notifying us of any changes, or via your own updates to your online registration account. To view the full OFTEC privacy notice and the rules for registration please visit [www.oftec.org](http://www.oftec.org).

## 1. INSTALLATION COMPANY DETAILS

1) Are you already registered with OFTEC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If you answered no, please answer question two.</i>		
2) If you are not already OFTEC registered, do you intend to apply for registration in other non-renewable scopes of registration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If you answered yes to question two, please also complete OFTEC's CPS application R250 and submit it with this form. Please note that both sets of fees will apply. The OFTEC CPS application form R250 is available on request or can be download from <a href="http://www.oftec.org">www.oftec.org</a>.</i>		
OFTEC company/business registration number (C number): <i>(If already registered)</i>		
Company/business name:		
Name of company/business nominee: <i>(Individual with overall responsibility)</i>		
Company/business address:		
Postcode:		
Tel No:	Fax No:	
Mobile No:	Website:	
Email:		

Please turn over and continue the rest of the application form.



Registration  
Services

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## 2. APPLICATION FOR TECHNOLOGIES

Please indicate which Renewable Technologies you wish to apply for:

Please note the 'nominated technical person' (see section 3 & 4) must hold appropriate qualifications for each scope applied for and that you will be inspected on all scopes for the initial evaluation and subsequent inspections.

OFTEC scopes of registration	Tick here if you wish to be registered for the scope
OFT501 - Solar Thermal Systems <i>Requirements for contractors undertaking the supply, design, installation, set to work, commissioning and handover of Solar Heating Microgeneration Systems</i>	<input type="checkbox"/>
OFT504 - Heat Pump Systems <i>Requirements for contractors undertaking the supply, design, installation, set to work, commissioning and handover of Microgeneration Heat Pump Systems.</i>	<input type="checkbox"/>
OFT505 - Biomass <i>Requirements for contractors undertaking the supply, design, installation, set to work, commissioning and handover of Solid Biofuel Heating Systems.</i>	<input type="checkbox"/>

## 3. DECLARATION

Please confirm your acceptance of the following scheme requirements for OFTEC renewable registration by ticking the boxes below (Note: all relevant boxes must be ticked for your application to proceed).

I hereby confirm that the company will adhere to the following:

- For OFT501 employ/contract a 'nominated technical person' with a solar thermal qualification mapped to QCF/SCQF
- For OFT504 employ/contract a 'nominated technical person' with a heat pump qualification mapped to QCF/SCQF
- For OFT505 employ/contract a 'nominated technical person' with a biomass qualification/experience mapped to the MCS Document 025 Installer Certification Scheme Competency Criteria Guidance.
- Access to and work in accordance with OFTEC Rules for Registration (R100)<sup>1</sup>
- Access to and work in accordance with relevant MCS scheme documents<sup>2</sup>
- Hold technical reference material appropriate for the scope of registration applied for<sup>3</sup>
- Hold, operate and maintain a documented Quality Management System<sup>4</sup>
- Make available technical staff and other staff as required to accommodate inspections
- The Company shall be a member and comply with a code of practice (consumer code) which is relevant to the scope of business in the Microgeneration sector and which is approved by the Trading Standards Institute (TSI)<sup>5</sup>

Please enclose copies of QCF mapped qualification certificates for each nominated technical person you wish to register.

### Notes

- 1 OFTEC Rules for Registration (R100) available to download from <http://www.oftec.org/Media/Default/DocGalleries/Registration%20forms/OFTEC%20R100%20Rules%20of%20Registration.pdf>
- 2 MCS scheme documents are available via the Microgeneration Certification Scheme website: [www.microgenerationcertification.org](http://www.microgenerationcertification.org)
- 3 Required Technical Reference Material is listed on the Minimum Technical Competency documents available at <https://www.gov.uk/competent-person-scheme-current-schemes-and-how-schemes-are-authorized#minimum-technical-competence-mtc-requirements-for-competent-person-schemes>
- 4 You will be required to operate and maintain a documented Quality Management System. This can be an electronic package or a manual system. The OFTEC Inspector will require you to demonstrate your systems on initial evaluation and subsequent inspections.
- 5 Consumer code of practice can be found at <http://www.recc.org.uk/> - Renewable Energy Consumer Code (RECC).



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## 4. PAYMENT OPTIONS AND SUMMARY

All applicants must complete section A. Complete section B if applicable.

<b>A</b>	<input type="checkbox"/> One renewable technology business registration (£495 + VAT)	
	<input type="checkbox"/> Two renewable technology business registration (£595 + VAT)	
	<input type="checkbox"/> Three renewable technology business registration (£695 + VAT)	
	<p><i>Fees include a payment of £55 for your MCS licence, paid annually by OFTEC to the government on your behalf. This enables you to undertake work that qualifies for the RHI and is required for you to use of MCS logo and public listing.</i></p> <p><i>Fees also include a Registration ID Card for one nominated technical person. Please provide their details below. (If they are not already registered with OFTEC we will require a recent passport sized photograph)</i></p>	
Name:		
Scope(s) required: <input type="checkbox"/> OFT501(solar thermal) <input type="checkbox"/> OFT504 (heat pumps) <input type="checkbox"/> OFT505 (biomass)		
Technician individual registration number: <i>(if already OFTEC registered)</i>	National Insurance Number:	

*If more than one nominated technical person requires an ID card, please list their details below. Please note that there is a £10 charge (+VAT) for each additional card. If more than three ID cards are required, please supply full details (as below), on a separate sheet of your company's headed paper, and send in with this form (if the additional technicians are not already registered with OFTEC we will require a recent passport size photograph for each one).*

<b>B</b>	Name:	
	Scope(s) required: <input type="checkbox"/> OFT501(solar thermal) <input type="checkbox"/> OFT504 (heat pumps) <input type="checkbox"/> OFT505 (biomass)	
	Technician individual registration number: <i>(if already OFTEC registered)</i>	National Insurance Number:
	Name:	
Scope(s) required: <input type="checkbox"/> OFT501(solar thermal) <input type="checkbox"/> OFT504 (heat pumps) <input type="checkbox"/> OFT505 (biomass)		
Technician individual registration number: <i>(if already OFTEC registered)</i>	National Insurance Number:	

Please complete the payment summary below and indicate your preferred method of payment.

*If you select credit/debit card payment we will contact the company nominee detailed in Section 1 during normal office hours (9.00am to 5.00pm Monday to Friday).*

<b>Total for Section A:</b> Payment for the renewable scope(s) of registration and MCS Licence		
<b>Total for Section B:</b> Payment for any additional nominated technical people (£10 per person)		
		<b>VAT:</b>
<input type="checkbox"/> I enclose a cheque for the total above.	<input type="checkbox"/> I would like to pay by credit/debit card.	<b>Total:</b>



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## 5. APPLICATION CHECKLIST

Please check all areas of your application and tick the following checklist before sending to OFTEC.

*If you do not complete the application form in full, or send all the information we need, it may delay your application.*

- Completed section 1 in full with key information.
- Told us which renewable scopes you are applying for in section 2
- Checked that you can meet all the declarations in section 3
- Told us your nominated technical person(s) and their National Insurance number(s)
- Supplied copies of QCF mapped qualification certificates for each nominated technical person in section 4
- Enclosed a passport size photo for each nominated technical person (with name and signature on the back)
- Told us your preferred method of payment and enclosed a cheque (if appropriate)?

## 6. SIGNATURE ON BEHALF OF THE BUSINESS (required to authorise this application)

Print name:	Position
Signature:	Date:

**Please return your completed form and enclosures to:**

**OFTEC Registration Services, Foxwood House, Dobbs Lane, Kesgrave, Ipswich, Suffolk IP5 2QQ**

*If choosing the option to pay by credit or debit card our administrators will contact you for payment.*

### FOR OFFICE USE ONLY

Invoice number:		Invoice date	
Database updated:		Passed for evaluation:	
Evaluation requested:		Evaluation completed:	
Non-conformance		Registration documents sent:	
Notes:			