FORM- 4

Work Completion Report

(To be submitted by the applicant)

To,

The Executive Engineer (Elect),

……, Division

TPSODL

Sub: Submission of work completion report for System documentation requirements.

Ref: Your Registration/Application No.: ……..... dtd:…… .

Sir,

With reference to the above, I would like to submit the following basic information of my Solar Rooftop PV System (SRTPV System) for your kind perusal and request for arranging to Inspect and Commission at the earliest:

A. Details of the Application:

1	Application No. and date	
2	Application fees in Rs.	

B. Details of the Solar PV Module:

1	Model No.	
2	Total Capacity in KWp	
3	Make	
4	Total No. of PV Modules	
5	Capacity of each Module in KWp	
6	Date of Installation	
7	Date of Commission	

C. Details of the Inverter:

1	Total No. of Inverters	

2	Name of the inverter (Type)	
3	Make	
4	Model No.	
5	Capacity	
6	Serial No.	
7	Input Voltage	
8	Output Voltage	
9	Date of Installation	
10	Date of Commission	

D. Details of Cables: DC

1	Make	
2	Size & Type	

E. Details of AC Wiring:

1	Make	
2	Size & Type	

F. Details of the DC distribution box:

1	Make	
2	Sl. No.	
3	DC Surge Protection Device	
4	MCB / Isolator quantity & capacity	

G. Details of AC distribution box:

1	Make	
2	Sl. No.	
3	AC Surge Protection Device	
4	MCB / MCCB quantity & capacity	

H. Details of Earthing:

1	Earth resistance (in ohms)	
2	Size of the Earth wire / flat*	
3	Two separate earthing points	

4	Lightening Arrester	
5	LA Size & Type	

[Note:* Earthing shall be done in accordance IS 3043-1986, provided that earthing conductors shall have a minimum size of 6.0 mm2 copper wire or 10 mm2 aluminum wire or 3mm2 X 70 mm2 hot dip galvanized steel flat]

I. Details of the NET and Solar meters details (please enclose the test report of the bi-directional meter tested at Standard Test Laboratory (STL))

1	No of Net Meter	
2	Make	
3	Serial No.	
4	Capacity	
5	Type/Model	
6	Single ph./Three ph.	
7	Line CT/ PT Ratio	
8	Date of Test by STL	

1	No. of Solar Meters	
2	Make	
3	Serial No.	
4	Capacity	
5	Type/Model	
6	Single ph./Three ph.	
7	Line CT/ PT Ratio	
8	Date of Test by STL	

J. Details of the Caution signs

(Size of the caution label: 105 mm width X 20 mm height, with white letters on a red background)

1	Panels	
2	Inverters	
3	DC/ AC distribution box	

K. Provision of manual and automatic switches: Yes / No

L. Whether Operation and Maintenance information:
Such as Do's and Don'ts are provided by the System Installer: Yes*/ No*.

Certified that the above said SPV system was installed by me and the equipment used, comply with the Technical and Safety standards as specified by CEA/MNRE/IEGC/OGC/OERC and TPSODL's requirement.

Signature of the Applicant
and Address
Name:_____
_____
Date:_____

Name and Signature of the System Name
Installer with Seal
Name of the firm and address:
_____
Date: _____

Certified by

Division Head	**Sub-Divisional Officer**	**Section Head**
_____	_____	_____
Date:	**Date:**	**Date:**

Enclosures:

1. Test report of bi-directional meter tested at Standard Testing Laboratory (STL).
2. Copy of the IEC/IS Test reports/ certificate of PV modules, Inverter, Cable etc.
3. Data sheets/Drawing for the array mounting System.
4. Actual Single line wiring diagram of the SPV System.
5. Copy of Maintenance & Operation information provided by the System Installer.
6. Copy of NOC from Chief Electrical Inspector (CEIG) for install capacity if beyond 50KVA