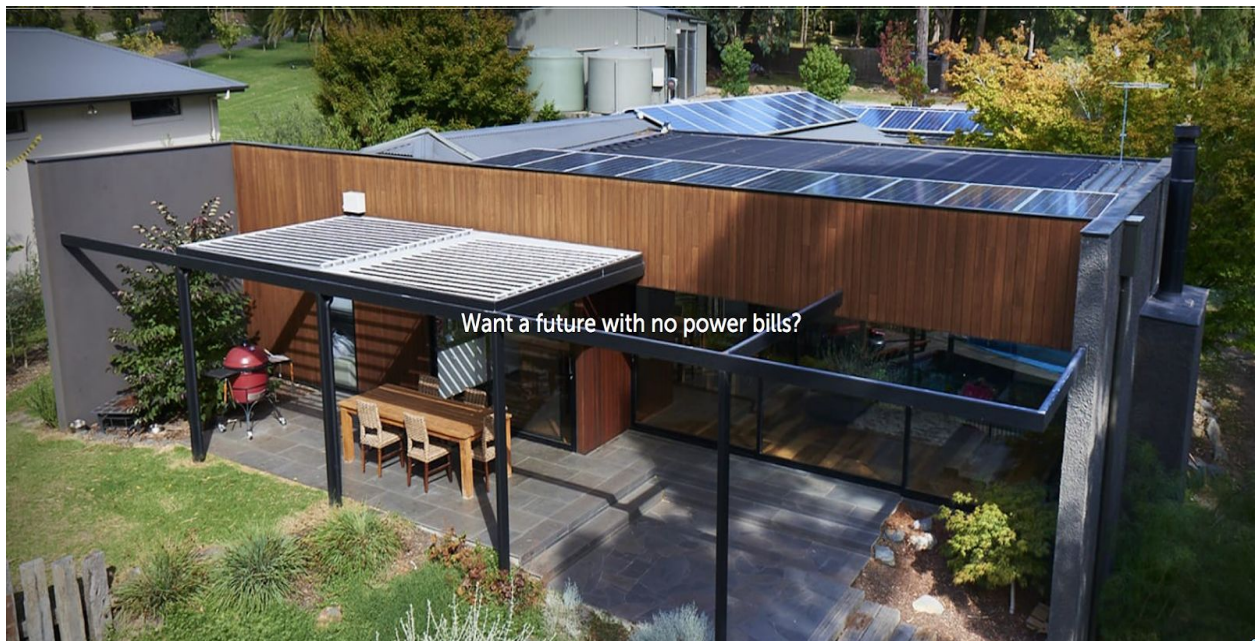


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Metro Solar

# Solar Handover Documents 2019 Version

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[To find documents online please visit](#)

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## 5.1.1

A list of equipment supplied with model, description and serial numbers – obtained from the CEC designer.

Please note you are provided this in your quote and it looks like the example. It will list how many panels and inverters and their size and type. Serial numbers are provided in your STC paperwork and also in your monitoring system. (please note below is an example)

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**System size <sup>1</sup>**

5.325 kW<sub>DC</sub> (STC)

**Estimated annual production <sup>2</sup>**

6,960 kWh

**Solar panel**

15 × 355W Canadian Solar KuMax - CS3U-  
2000 mm × 992 mm · Polycrystalline · [Datasheet](#)

**Inverter**

15 × Enphase IQ7PLUS-ACM-INT · 290 W  
1 phase · 97.5% max efficiency · [Datasheet](#)

**System efficiency <sup>3</sup>**

87%

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## 5.1.2

Basic system information including system rating (including but not limited to PV size, inverter size, PV array maximum voltages and currents) and component ratings, commissioning date and equipment location.

The information of the system size both AC and DC ratings are provided to you a few times during the process. On the initial design paperwork and in the EWR that is emailed to yourself post installation. Also, the array voltages can be found inside the switchboard alongside the

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equipment location. ( if you are having any trouble finding this information please reach out to our support team and we will happily send the information again).

## 5.1.3

A list of actions to be taken in the event of an earth fault alarm – including any remote monitoring configuration.

All Metro Solar systems have the option for remote monitoring where in the event of an earth fault alarm you will be sent an email notifying you of this fault. ( it is important to ensure your system is connected online for this feature, so if you have changed passwords or have a new wifi router please follow wifi instruction provided in our support centre or contact us directly).

## 5.1.4

A site-specific shutdown and isolation procedure for emergency and maintenance.


Shutdown Procedure (DC System)

1. Turn off main battery isolator (if the system has batteries).
2. Turn off the solar array AC main switch located in the switchboard or next to the inverter.
3. In case you have 2 AC switches, both have to be shutdown.
4. Turn off the solar array DC isolator next to the inverter.
5. Please also check the shutdown procedure on the main switchboard.

Shutdown Procedure (MicroInverter System)

1. Turn off the solar array AC main switch located in the switchboard or sub-board.
2. You should turn the solar isolator on the roof off if required to work near or on the panels.
3. Please also check the shutdown procedure on the main switchboard.

Please feel free to contact us if your unsure or would like some help on how to safely shutdown your system.




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## 5.1.5

A basic connection diagram that includes the string configurations, electrical ratings of the PV array, the ratings of all overcurrent devices and switches as installed – obtained from the CEC designer.

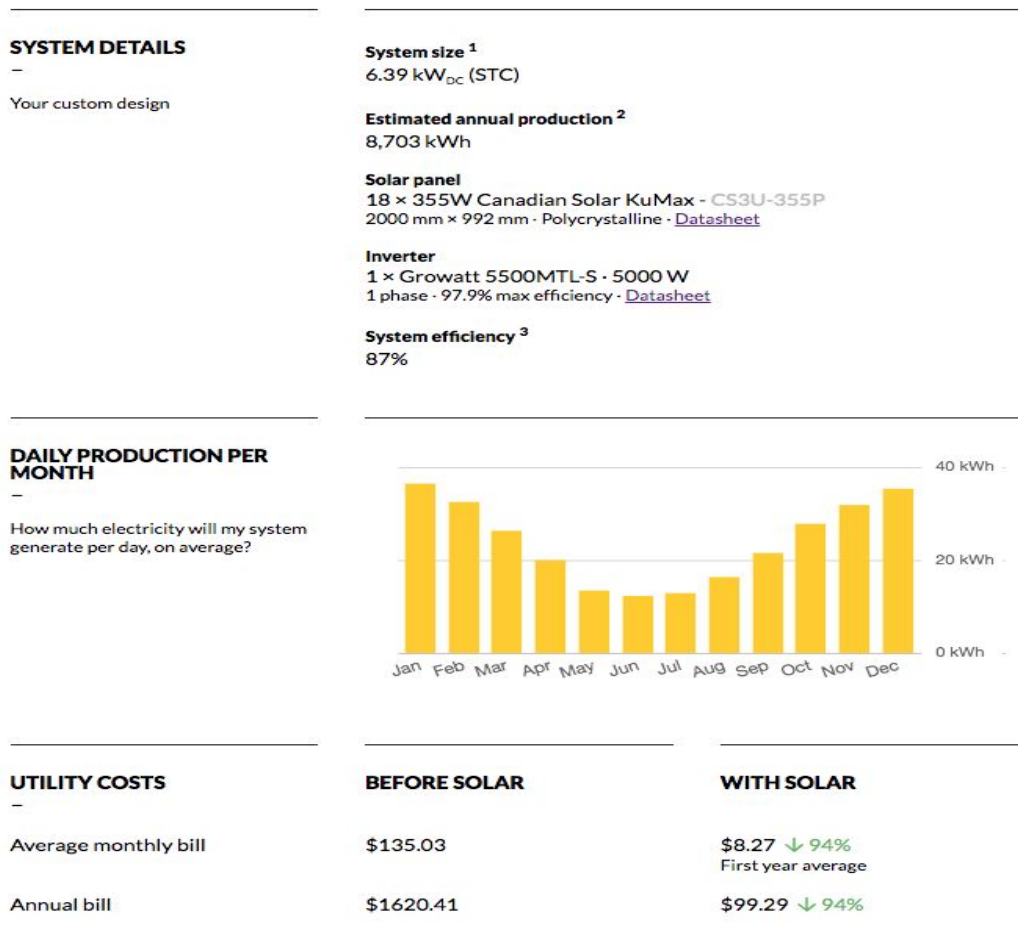
Please note this information is provided to yourself after installation and is sent to you with your Certificate of Electrical Safety (if Applicable) and the STC paperwork.



## 5.1.6

A site-specific System Performance Estimate – obtained from the CEC designer.

All Metro Solar systems quotes provided to you have a system performance estimate attached to them. (Please see an example below, yours will be provided in the system you have selected in the quote stage and in your design stage in the event of changes).



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## 5.1.7

Recommended maintenance for the system – obtained from the CEC designer.

With your solar system, you should always follow the shutdown and start-up procedures.

Always follow the manufacturer's instructions/recommendations, and requirements from your local power distributor.

Maintenance work should be carried out by only trained & qualified electrician.

## 5.1.8

Maintenance procedure and timetable – obtained from the CEC designer.

Component	Maintenance Action	Frequency
Site	Verify Cleanliness(accumulation of debris around/under PV array	Quarterly
	Verify no shading of PV array	Quarterly
PV Modules	Verify Cleanliness(accumulation of dust, bird droppings, etc) and check for visual defects such as cracking, corrosion.	1 Year
	Inspect connections, the integrity of cable glands, sealing, clamps, mounting rails.	1 Year
	Verify mechanical integrity of conduits	1 Year
	Measure open circuit voltage (Voc) and short circuit current (Isc) of PV array and strings	1 Year
	Check restricted access & Label (for a commercial system with Voc > 600VDC)	1 Year

Mounting Structure	Verify tightness and integrity of bolts and clamps	1 Year
	Inspect for corrosion	1 Year
Inverter	Verify Cleanliness(accumulation of dust around/on display of inverter)	1 Year
	Verify mechanical integrity of the mounting frame, screws, backing board (if any) used to support inverter.	1 Year
	Check the LCD display of inverter	Quarterly
	Verify proper connections of MC4 connectors, cables.	1 Year
	Verify mechanical integrity of conduits	1 Year
	Measure grid feed-in voltage (V)	1 Year
Circuit breakers & Isolators	Verify operation of rooftop isolator, PV array isolator AC isolator	1 Year
Labels	Check proper labels in place	1 Year

## 5.1.9

The commissioning sheets and installation checklist.

Please note this information is provided to yourself after installation and is sent to you with your Certificate of Electrical Safety (if Applicable) and the STC paperwork.

## 5.1.10

Array frame engineering certificate for wind and mechanical loading – obtained from the CEC

Your array frame engineering certificate is available online from [Link click here](#)

If you have decided to have a printed copy it will be attached to the document.

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## 5.1.11

Installer/designer's declaration of compliance.

Please note this information is provided to yourself within the commissioning documents and is sent to you with your Certificate of Electrical Safety (if Applicable) and the STC paperwork.

## 5.1.12

Warranty information – obtained from the CEC designer.

Your warranty information is available online from [Link click here](#) and also [Link click here](#)

If you have decided to have a printed copy it will be attached to the document.

## 5.1.13

Equipment manufacturer's documentation and handbooks for all equipment supplied – obtained from the CEC designer.

Your manufacturer's documentation information is available online from [Link click here](#)

## 5.1.14

Contact details for any installation enquiries and system support.

For all Metro Solar enquiries please contact us on below.

Phone: 1300 638 761

Email: [support@metrosolar.com.au](mailto:support@metrosolar.com.au)





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Mail: 6/550 South Gippsland Hwy Lynbrook Victoria 3975

## 5.1.15

Voltage rise calculations or measurements.

Please note this information is provided to yourself within the commissioning documents and is sent to you with your Certificate of Electrical Safety (if Applicable) and the STC paperwork.

## 5.1.16

Details of any central protection, phase balancing or export control installed, including devices, wiring, and settings.

If your system is required to have this equipment the information is provided to yourself within the commissioning documents and is sent to you with your Certificate of Electrical Safety (if Applicable) and the STC paperwork.

**Thank you again for being one of our valued Customers.**

Please remember we are always only a phone call or email away, if you require anything more please let us know. Also if for any case the site is randomly audited by the Clean Energy Regulator or any other body. All the documentation outlined in this document must be accessible whether in a print or online form.

[Read more on our website](#)

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6/550 South Gippsland Hwy, Lynbrook, Victoria 3975

