



MCS SCHEME DOCUMENT CONTROL PROCESS

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ABOUT MCS

Giving you confidence in home-grown energy

With energy costs constantly rising and climate change affecting us all, low-carbon technology has a bigger and bigger role to play in the future of UK energy.

We're here to ensure it's a positive one.

Working with industry we define, maintain and improve quality – certifying products and installers so people can have confidence in the low-carbon technology they invest in. From solar and wind, to heat pumps, biomass and battery storage, we want to inspire a new generation of home-grown energy, fit for the needs of every UK home and community.

About

The Microgeneration Certification Scheme Service Company Ltd (MCSSCo Ltd) trades as MCS and is wholly owned by the non-profit MCS Charitable Foundation. Since 2007, MCS has become the recognised Standard for UK products and their installation in the small-scale renewables sector.

We create and maintain standards that allow for the certification of products, installers and their installations. Associated with these standards is the certification scheme, run on behalf of MCS by Certification Bodies who hold UKAS accreditation to ISO/IEC 17065.

MCS certifies low-carbon products and installations used to produce electricity and heat from renewable sources. It is a mark of quality. Membership of MCS demonstrates adherence to these recognised industry standards; highlighting quality, competency and compliance.

Vision

To see MCS certified products and installations in every UK home and community.

Mission

To give people confidence in low-carbon energy technology by defining, maintaining and improving quality.

Values

1. We are expert – ensuring quality through robust technical knowledge
2. We are inspiring – helping to reshape energy in UK homes and communities
3. We are collaborative – working with industry and government to create positive change
4. We are principled – operating in a way that's clear, open and fair
5. We are determined – supporting the UK's drive towards a clean energy future

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DOCUMENT PURPOSE

The purpose of this document is to detail the process to be followed when Scheme documents (defined as those documents linked to Scheme operations and certification activities) are developed from proposal through to publication.

SCOPE

The scope of the MCS Scheme Document Control Process includes:

- a. Maintaining, updating and developing Scheme documents, including the documents below.
- b. Development of new Scheme documents

Scheme operational documents:

- Installer Operating Requirements
- Customer Commitment
- MCS010: Product Certification Scheme Requirements: Generic Factory Production Control and Product Quality Requirements
- MCS011: Product Certification Scheme Requirements: Acceptance Criteria for Testing Required for Product Certification
- Requirements for Appropriate Financial Protection

Scheme certification framework:

- Assessment Criteria
- Conformity Assessment Guidelines
- Quality Risk Model

Scheme approval framework:

- MCS Monitoring Map
- Customer Risk Model

Scheme licenses:

- Installer Agreement
- Certification Body (CB) Agreement

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SCHEME DOCUMENT CONTROL PROCESSES

MCS will seek to engage the sector, its representatives and key stakeholders to ensure the continual improvement and relevance of the Scheme documents, specifically in relation to installer requirements, scheme operations and certification activities.

The necessary oversight of the documents is provided by the MCS Approval Committee, that is constituted to maintain the integrity and impartiality of the Scheme and as such oversee proposed changes and their implementation, or the MCS Executive, depending on the document type, as outlined in the table below.

In cases where oversight is required, the MCS Approval Committee shall:

- Review whether a proposed change will have a negative impact on the Scheme, MCS Service Company or MCS Charitable Foundation, from a reputational, commercial or political perspective.
- Approve proposed changes, ensuring that all changes have followed the necessary steps in the Scheme Document Control Process.
- Monitor and review progress of all approved changes and through the Secretariat, provide a status report that is visible to all Working Groups and the MCS Service Company Board.
- Determine whether all feedback from members and external groups in response to a proposed change has been given appropriate consideration.
- Inform other Working Groups as appropriate via the Secretariat of proposed changes so that they may provide feedback.

Members of the MCS Approvals Committee shall be:

- An Independent Chair, reporting directly to the MCS Service Company Board i.e. not through the MCS operational delivery team.
- A representative of the MCS Secretariat, acting as the primary facilitator of this Document Control Process and communication between Approval Committee and individual Working Groups.
- Representatives from the MCS operational delivery team
- Representation from the MCS Charitable Foundation (optional and to provide further oversight).

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The below table provides an overview of the change stakeholders involved in the maintenance and development of Scheme documents:

Document type	Intelligence triggering change	Changemaker	External engagement	Approver
Scheme operational document (see appendix 1)	Installers MCS The MCS Charitable Foundation DESNZ Technical Working Groups Consumer Protection Panel	MCS	Public consultation Consultation with key stakeholders	MCS Approval Committee
Scheme certification framework (see appendix 1)	Certification Bodies (CBs) MCS Installers Technical Working Groups	MCS	Scheme Committee (UKAS & CBs)	MCS Approval Committee
Scheme approval framework (see appendix 2)	MCS Consumer Protection Panel CMA External Research	MCS	Consumer Protection Panel	MCS Executive
Scheme licence (see appendix 2)	The MCS Charitable Foundation CBs Installers MCS DESNZ	MCS	Scheme Committee (CBs) Legal	MCS Executive

APPENDIX 1: DOCUMENT CONTROL PROCESS - SCHEME OPERATIONAL DOCUMENTS & CERTIFICATION FRAMEWORK

Step 1) Proposed change submitted to the MCS Approval Committee by MCS Secretariat, via change request form (see Appendix 2). Proposed changes may arise from the following sources:

- MCS
- The MCS Charitable Foundation
- Manufacturers
- Installers
- DESNZ
- Certification Bodies
- Technical Working Groups
- Consumer Protection Panel

Step 2) MCS Approval Committee will determine if it is satisfied with the proposed change and the proposed level of sector engagement, including any specific audiences or representation considered necessary to validate the proposed change.

Step 3) Secretariat to share the proposed change internally with all Working Groups to seek their feedback in relation to their areas of expertise and the Technical Standards they are involved with. Secretariat to capture any feedback to inform the following steps.

Step 4) Development work proceeds, with MCS being responsible for making necessary changes.

Step 5) Instigate workshops/sector engagement initiatives with key stakeholders and/or formal public consultations as considered necessary to satisfy Step 2.

Step 6) All feedback to be considered and any necessary changes made by the author of the change, or their representative / specific group assembled or consulted for the development of the change.

Step 7) Once the changes have been completed in Step 6, the outcome of the change is to be submitted to the Approval Committee for final sign off, associated with their approach to proceed in Step 2. The author will evidence to the Approval Committee the necessary steps have been taken to inform the change as per previous steps.

Step 8) If no concerns are raised by the Approval Committee or all previous concerns have been addressed, then the updated document shall be published, and the retired version shall be archived.

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APPENDIX 2: DOCUMENT CONTROL PROCESS – SCHEME LICENCES AND SCHEME APPROVAL FRAMEWORK

Step 1) Proposed change submitted to the MCS Executive via change request form (see Appendix 2).

Propose changes may arise from the following sources:

- MCS
- The MCS Charitable Foundation
- Certification Bodies
- Installers
- DESNZ
- Consumer Protection Panel
- CMA
- External Research

Step 2) MCS Executive will determine if it is satisfied with the proposed change and the proposed level of sector engagement, including any specific audiences or representation considered necessary to validate the proposed change.

Step 3) Development work proceeds, with MCS being responsible for making necessary changes.

Step 4) Instigate workshops/sector engagement initiatives with key stakeholders as considered necessary to satisfy Step 2.

Step 5) All feedback to be considered and any necessary changes made by the author of the change, or their representative/specific group assembled or consulted for the development of the change.

Step 6) Once the changes have been completed in Step 6, the outcome of the change is to be submitted to the MCS Executive for final sign off, associated with their approach to proceed in Step 2. The author will evidence to the MCS Executive the necessary steps have been taken to inform the change as per previous steps.

Step 7) If no concerns are raised by the MCS Executive or all previous concerns have been addressed, then the updated document shall be published, and the retired version shall be archived.

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APPENDIX 3: CHANGE REQUEST FORM WITH IMPACT ASSESSMENT

Document name	
Change Request number	
Date Change Request raised	
Change Request raised by	
Title of Change Request	
Response by	
Details of Change Request including work plan	
Justification for Change Request / Description of Issue	

Intended Outcome and Implementation Timeline	
Alternative Options Considered	
Impact Assessment (including resource, costs, admin)	
Industry	
Consumers	
Scheme	
Others	

Cost (to industry) / Benefit Analysis	
Regulatory Risks Considered	
Proposed number of meetings required	
Completion date	
Print Name of proposer	
Signature of proposer	
Print Name of MCSSCo Board member/ WG Chair / MCS Executive	
Signature of MCSSCo Board member/ WG Chair / MCS Executive	

AMENDMENTS ISSUED SINCE PUBLICATION

Document no.	Approval	Amendment details	Date
1.0	Approved	First Issue	12/08/2024