

PV GreenCard As-Built Report

Step-by-Step Guide for Certified Installers

A simple checklist to help you complete, submit and issue a compliant PV GreenCard for every installation.



1 Who can issue a PV Greencard?

Only **Certified PV GreenCard Installation Companies** may issue a PV GreenCard. Installers must be registered on the PV GreenCard platform and meet SAPVIA certification requirements.

2 Install the System

Follow national electrical standards, **SAPVIA guidelines** and all **manufacturer requirements**. Ensure the system is safe, compliant and correctly installed.

3 Capture installation on the Portal / App

Use the PV GreenCard Web Portal or Mobile App to document the installation.

You must complete:

- Full installation details
- Client approval
- Equipment approval via the Portal (allow up to 48 hours)
- Payment of the R50 As-Built Report fee (Web Portal only)

Note: Reports without payment are incomplete and will not be issued.

4 Required Documentation Checklist

Upload these documents when completing the As-Built Report:

- ✓ Electrical Safety & Compliance
- ✓ Electrical Certificate of Compliance (CoC)
- ✓ Commissioning test report
- ✓ System Documentation
- ✓ PV module datasheets
- ✓ Inverter datasheets
- ✓ Battery/BESS datasheets (if applicable)
- ✓ Installation manuals
- ✓ Warranty documents
- ✓ Design & Layout
- ✓ Roof array layout & string plan
- ✓ Single Line Diagram (SLD)
- ✓ PV yield & consumption analysis
- ✓ Monitoring platform access details or setup information
- ✓ Monitoring

5 Complete the As-Built Report

On the Web Portal:

- Upload photos, system data, documentation and checklist items.
- Submit once all fields are completed.

6 Client Checklist

- ✓ Confirm all requirements with your client.
- ✓ Ensure they review and acknowledge the completed installation.

7 Issue the PV Greencard

- Once approved, a digital PV GreenCard is generated through the PV GreenCard Portal.
- This document cannot be completed manually.
- It accompanies the CoC as a formal portfolio of evidence.

Important Notes:

- The PV GreenCard does not replace the Electrical CoC — it supports it.
- Accurate documentation ensures system safety, insurance validity and grid compliance.
- Only Certified Installers may issue PV GreenCards.



PVGreenCard

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South African Photovoltaic Industry Association

Questions or support?

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