

Roof Mounted Solar Photovoltaic Systems – Self-Inspection Checklist

This self-inspection checklist can be used to support the ongoing care of roof mounted solar photovoltaic (solar PV) systems.

Aviva recommends at least monthly self-inspections are completed of all commercial rooftop solar PV systems.

Roof Mounted Solar PV Systems – Self-Inspection Checklist

Location	
Date and Time of Inspection	
Completed By	

	Checklist - General	Y/N	Comments
Important: This checklist is for visual, non-invasive monthly self-inspection only. Do not open electrical enclosures, remove covers, disconnect connectors, touch conductors, reset equipment repeatedly, or attempt repairs unless authorised and competent to do so. Inspection of Solar Photovoltaic systems should be carried out during peak sunlight hours.			
1.	Is the solar PV system generating electricity? Note: This can be checked via a system monitoring platform, the generation meter, or the inverter(s).		
2.	- Are the monitoring platform and inverter displays free from error messages or alarms? - If not, has the installer or a maintenance contractor been informed and asked to repair/remedy?		
3.	Is the emergency shutdown procedure displayed in a visible location and in good visual condition?		
4.	Are inverters free from: - External signs of damage or wear and tear? - Heat damage or unusual smells? - Discolouration, corrosion or moisture ingress?		
5.	Are the inverters at least 2 metres clear of combustible items?		
6.	Are the inverter cooling vents and/or fans unobstructed with air circulating freely?		
7.	Where located externally, are the inverters adequately covered to protect against direct sunlight?		
8.	Are isolators free from: - External signs of damage or wear and tear? - Heat damage or unusual smells? - Discolouration, corrosion or moisture ingress?		
9.	- Have inverters, isolators, cable connectors and other associated equipment been checked with a handheld thermographic device? - If so, have any concerns been addressed?		
10.	Are the solar PV modules and framework: - Free from damage? - Securely mounted with no signs of movement?		

Checklist - Array		Y/N	Comments
Note: Inspection of roof based equipment should be conducted from a location where the array is visible.			
10.	Are the solar PV modules and framework: - Free from damage? - Securely mounted with no signs of movement?		
11.	Are solar PV modules free from: - Lichen? - Bird nesting and bird litter? - Leaf matter or other waste?		
12.	Where installed, is bird guarding/netting in good condition with no signs of damage?		
13.	Check that visible string cables and connectors are: - Adequately secured in place? - Free from damage or abrasion? - Free from direct exposure to sun & rain? - Free from direct contact with the roof surface?		
14.	Where the solar PV modules are located on a green/living roof system, is the planting: - Maintained and in good health? - Limited to a height recommended by installers?		
15.	Additional Comments (including any changes to the installation since the previous inspection):		

Contact Information

United Kingdom

Please visit [Aviva Risk Management Solutions](#) or email us at riskadvice@aviva.com. To speak to one of our advisors, call 0345 366 6666.*

*The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Canada

Please visit [Aviva Risk Management Solutions | Aviva Canada](#) or email us at arms.canada@aviva.com

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Please visit [Insurance Risk Management | Business Risk Management Insurance - Aviva Ireland](#) or Email us at armsireland@aviva.com

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- Thermal Imaging Cameras and PAT Testing Equipment - [Pass](#)
- Solar Photovoltaic system maintenance - [Solarsense](#)

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- [Pass Thermal Imaging Cameras and PAT Testing Equipment – Aviva Ireland](#)

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- [Electrical Service & Solutions Toronto | IPE Canada](#)

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Standards, Sources and Useful Links

Canada

- [Best Practices for Operation and Maintenance of Photovoltaic and Energy Storage Systems: 3rd Edition](#)
- [SPF-900-13 - Solar photovoltaic rooftop-installation best practices guideline](#)

Ireland

- [Operation & Maintenance: Best Practice Guidelines Version 6.0 - SolarPower Europe](#)
- [RC62 Recommendations for fire safety with PV panel installations](#)
- [Sustainable Energy Authority of Ireland \(SEAI\) Best Practice Guide on Solar PV for Business](#)
- [National Standards Authority of Ireland \(NSAI\) PV Installation Regulations](#)

United Kingdom

- [The IET Shop - Code of Practice for Grid-connected Solar Photovoltaic Systems, 2nd Edition](#)
- BS EN 62446-1:2016 Photovoltaic (PV) systems – Requirements for testing, documentation and maintenance – Part 1: Grid connected systems – Documentation, commissioning tests and inspection.
- BS EN IEC 62446-2:2020 Photovoltaic (PV) systems – Requirements for testing, documentation and maintenance – Part 2: Grid connected systems – Maintenance of PV systems.
- IEC TR 63226:2021 Managing fire risk related to photovoltaic (PV) systems on buildings.
- SEUK Operation and Maintenance publications.
- [Solar Energy UK Best Practice Manual 2.0](#)
- [RC62 Recommendations for fire safety with PV panel installations](#)

Other

- [IEC 62446-2: Photovoltaic \(PV\) systems – Requirements for testing, documentation and maintenance – Part 2: Grid connected systems – Maintenance of PV systems](#)

Loss Prevention Standards

These documents set out best practice recommendations to help reduce the likelihood and impact of losses.

Relevant Aviva Loss Prevention Standards include:

- **Roof Mounted Photovoltaic Solar Panel Systems - General Considerations**
- **Roof Mounted Photovoltaic Solar Panel Systems - Planning for Installation**
- **Roof Mounted Photovoltaic Solar Panel Systems - Installation and Construction**
- **Roof Mounted Photovoltaic Solar Panel Systems - Installed and Ongoing Care**
- **Roof Mounted Photovoltaic Solar Panel Systems - Isolated End of Life and Decommissioning**
- **15 Top Tips for Roof Mounted Photovoltaic Solar Panel Systems**
- **Self-Inspections**
- **Use of Thermographic Cameras - General Considerations and Checklist**

Please visit [Loss Prevention Standards](#) to view the full library.

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