





By Appointment to H.M. The Queen  
Suppliers of Unit Ventilation Equipment  
Vent-Axia, Crawley, West Sussex

# Vent-Axia®

## VENT-AXIA CONTACT NUMBERS

Free technical, installation and sales advice is available

### Sales Centre:

#### Domestic & Commercial

Sales Tel: 0844 856 0590  
Sales Fax: 01293 565169  
Tech Support Tel: 0844 856 0594  
Tech Support Fax: 01293 539209

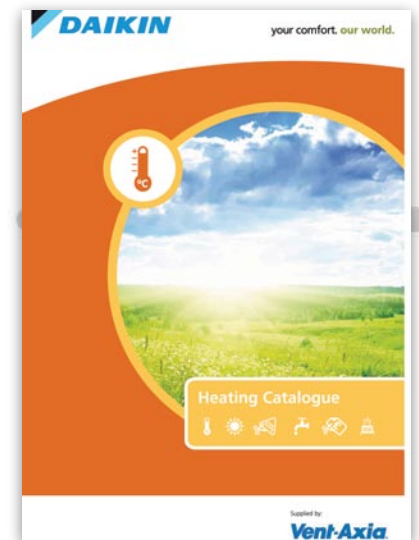
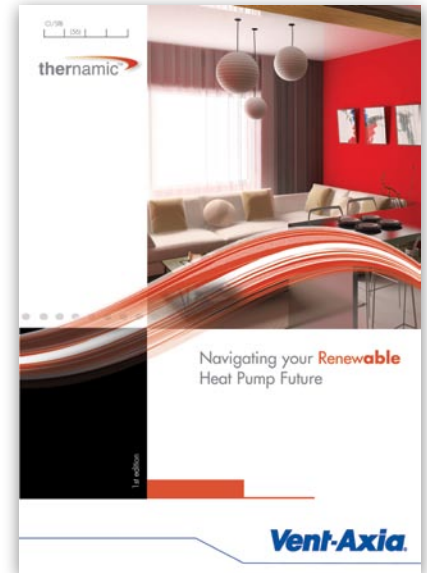
#### Industrial

Sales Tel: 0844 856 0591  
Sales Fax: 01293 534898  
Tech Support Tel: 0844 856 0595  
Tech Support Fax: 01293 455197  
Web: [www.vent-axia.com](http://www.vent-axia.com)  
Email: [sales@vent-axia.com](mailto:sales@vent-axia.com)

### Supply & Service

All sales made by Vent-Axia Limited are made only upon the terms of the Company's Conditions of Sale, a copy of which may be obtained on request. As part of the policy of continuous product improvement Vent-Axia reserves the right to alter specifications without notice.

ISO9001



mcsassistance



Your **Renewable** future starts here

**Vent-Axia**<sup>®</sup>

# Vent Axia's Microgeneration Certification Scheme Assistance

Vent-Axia, leader in energy efficient technology, has launched a training initiative to help engineers gain Microgeneration Certification Scheme (MCS) accreditation and thus assist with the shortfall of MCS accredited heat pump installers. Vent-Axia's MCS Assistance Scheme supports engineers offering a comprehensive fast-track route to MCS accreditation. Comprising all the business procedures and documentation needed to pass the MCS audit, the scheme also includes a raft of practical tools to help engineers run their day-to-day businesses. Vent-Axia's MCS Assistance Scheme is part of Vent-Axia's new Heat Pump Division which was recently introduced to complement its Lo-Carbon™ collection of energy saving ventilation solutions. Providing installers with everything they need to pass the MCS first time round, the MCS Assistance Scheme can be completed in as little as four weeks. The aim of the scheme is to chaperone installers through the challenging MCS accreditation process. This ensures when it comes to the audit, all the correct business processes are in place and boxes ticked. The Microgeneration Certification Scheme (MCS) is the Quality Standard of the renewables industry. Installers that are approved under the scheme operate to written standards of work which ensure consistency, reliability and inspire customer confidence. In June 2011 the Government's Renewable Heat Incentive (RHI) Scheme will begin. This scheme will revolutionise the heating industry by encouraging the installation of renewable technology. This will provide a clean energy cash back payment based upon the heat generated for use within the dwelling. Householders that install Air source and Ground source Heat Pumps amongst other technologies, will receive annual incentive payments based on the heating requirement of the dwelling. These payments will be paid for up to 23 years and linked to inflation to ensure they will not de-value over time. With such large payments available, it is clear that the higher installation cost of heat pumps will cease to become an inhibitive factor. The industry is already seeing massive increases in the heat pump market and all indications suggest this will continue to rise. Unfortunately many installers are denying themselves access to this very lucrative market by choosing to avoid the MCS accreditation process. For many installers they do not have the time or inclination to put in to place the administration systems that are required by the scheme. In order to gain MCS accreditation you must demonstrate that you comply with the requirements in the following standards: MCS 001 - Installer Certification Scheme Requirements MCS 002 - Information on Building Regulations and Directives, MIS 3001- Solar Thermal Standard MIS 3005 - Heat Pump Systems Standard (The following link will direct you to the MCS site where you can review a full copy of these standards at [www.microgenerationcertification.org](http://www.microgenerationcertification.org))

## Our Scheme includes:

- Onsite assessment
- Assessment fees
- MCS certification fees
- Single day training
- Heat Pump Sizing Calculator
- Business Processes
- Quality Manual
- Written Procedures
- Supporting Documents
- Process Charts
- Completing the forms
- How to pass the annual assessment
- First years Monthly update subscription (Optional after the first year)



# Our MCS Assistance Scheme

Vent Axia have teamed up with a training partner in the UK to be able to offer a complete MCS accreditation package, meaning that you can gain MCS accreditation in a fast and hassle free way. Our route to MCS accreditation is easy.

## The steps to take:

1) Decide which technology you need to be accredited for, either:

- a. Heat Pumps
- b. Solar Thermal
- c. Both If both technologies are required choose one from the main category and an addition technology from the next selection.

2) Decide how many delegates from your organisation will need to be accredited:

- a. One person: do not add another delegate as one space is included in the technology fee.
- b. Two people: Add one delegate
- c. Three people: Add two delegates The prices for the individual elements are below.

3) Pay for your individually tailored solution with a credit or debit card via our website. If you don't have an existing customer account you will need to set one up.

4) You will receive a confirmation email with your user ID and Password for the Vent Axia MCS site where you can log in to start the process.

5) Log in to fill out and submit a simple questionnaire about your company, once you have confirmed your details you will be given a choice of training days suitable for the amount of delegates in your party.

6) Joining instructions detailing your days training, location (Norwich) and contact details will be sent to you via email.

7) Attend the training course where you will receive full set of master documents and learn how to use and implement the tools and processes developed for you.

8) Incorporate the documents into your daily work.

9) Welcome the assessor at your office for the assessment and visit one of your installations to complete the process.

10) Finish the process becoming an MCS installer.



# Documents Supplied

Our service will provide you with all the forms, procedures and documents that you need to become

a MCS accredited installer including:

- |                                  |   |
|----------------------------------|---|
| 1. Audit Schedule                | 22. Electronic Document List            |
| 2. Audit Report                  | 23. Procedure List                      |
| 3. Customer Enquiry Form         | 24. Management Meeting Minutes          |
| 4. Non Conformance Report        | 25. Staff Training Record               |
| 5. Customer Complaints Form      | 26. Document Distribution List          |
| 6. Contract of Sale              | 27. Non Conformance Label               |
| 7. Variation of Contract         | 28. Non Conformance Log                 |
| 8. Approved Supplier List        | 29. Heat Pump Survey Form               |
| 9. Warranty Certificate          | 30. Heat Pump Sizing Calculator         |
| 10. Purchase Order               | 31. Heat Pump System Design Check Form  |
| 11. Installation Letter          | 32. Heat Pump commissioning Report      |
| 12. Closing Letter               | 33. Heat Pump Commissioning Certificate |
| 13. Equipment Calibration Record | 34. Heat Pump Handover Documents        |
| 14. Purchase Order Log           |   |
| 15. Invoice                      |   |
| 16. Invoice log                  |   |
| 17. Customer Complaint Log       |   |
| 18. Staff Appraisal Form         |   |
| 19. Supplier Review Form         |   |
| 20. Internal Document List       |   |
| 21. External Document List       |   |



## The Fee Structure

Scheme and one Technology		
MCS Scheme - Heat Pumps	444675	£1,650
MCS Scheme - Solar Thermal Hot Water	444734	£1,650
Extra Technology		
MCS Technology - Heat Pumps	444735	£700
MCS Technology - Solar Thermal Hot Water	444736	£700
Extra Delegate		
MCS 1 Additional delegate	444737	£450