



DIRECTORATE OF ELECTRICITY AND RENEWABLE ENERGY

USER MANUAL

*Solar PV Works Commencement
of Work Notice and Completion
Certificate Submission Manual*

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A. SUBMISSION AS A SOLAR PV WORKER.

1. How to Generate a Commencement of Work Notice:

1.1. Visit our website: www.epra.go.ke

1.2. Navigate to the **ELECTRICITY & RENEWABLE ENERGY** tab.

1.3. Click **License Application** under the Renewable Energy drop-down.

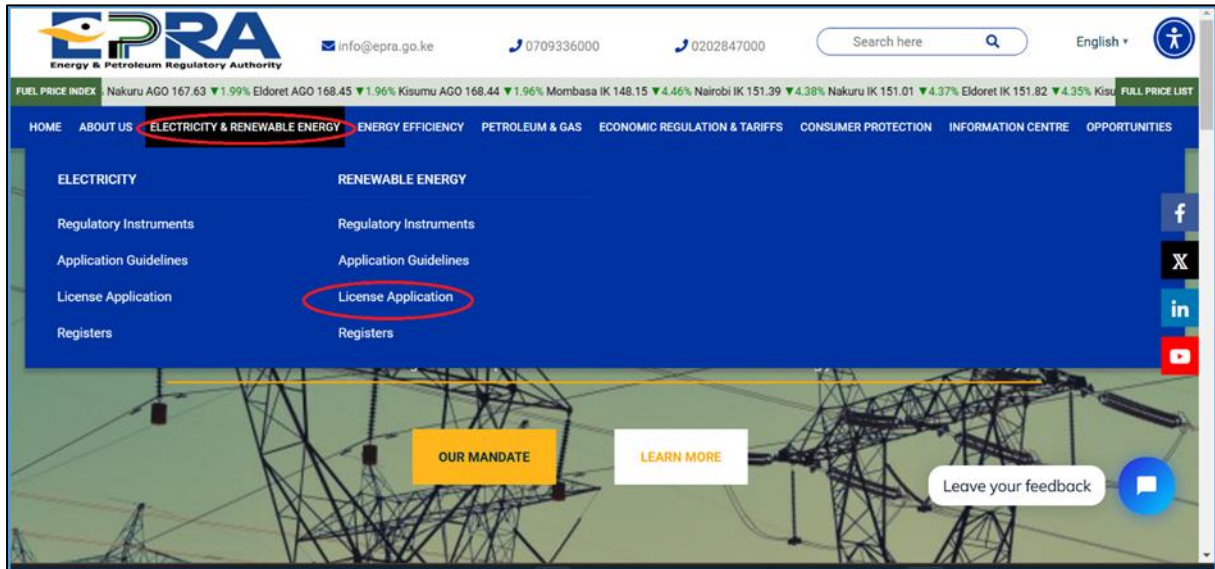


Figure 1.1: License Application Tab

1.4. Click “Apply Now”

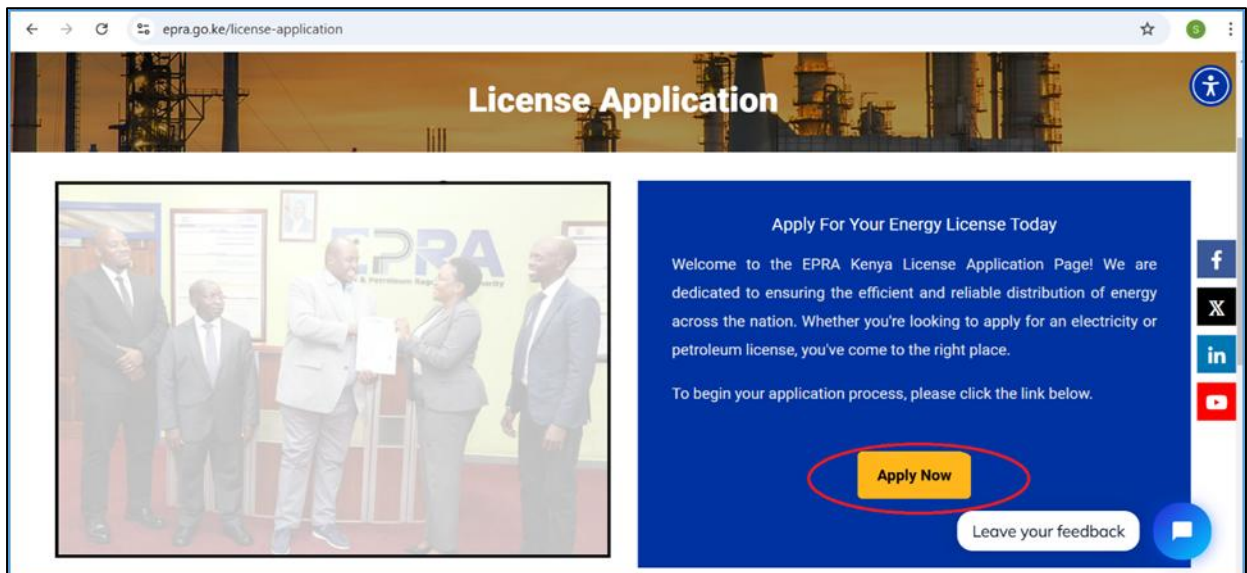
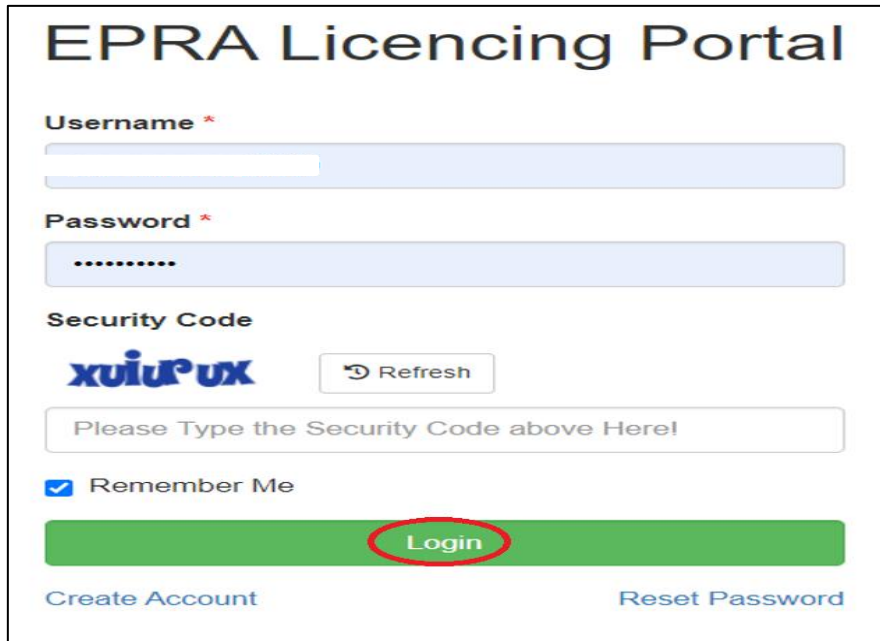


Figure 1.2: License Application Link

1.5. **Login** to your individual account using your **username** and **password**. If you no longer remember your password, click on **Reset Password** and provide an email address to which you have access.



The image shows the login interface of the EPRA Licencing Portal. It features a title 'EPRA Licencing Portal' at the top. Below the title are three input fields: 'Username *', 'Password *', and 'Security Code'. The 'Security Code' field is accompanied by a CAPTCHA image showing the word 'xuiupux' and a 'Refresh' button. A text prompt 'Please Type the Security Code above Here!' is below the CAPTCHA. There is a checked checkbox for 'Remember Me'. A large green 'Login' button is prominently displayed and circled in red. At the bottom, there are links for 'Create Account' and 'Reset Password'.

Figure 1.3: Account Login

1.6.Go to License Management and click on Solar PV- Completion Certificate.

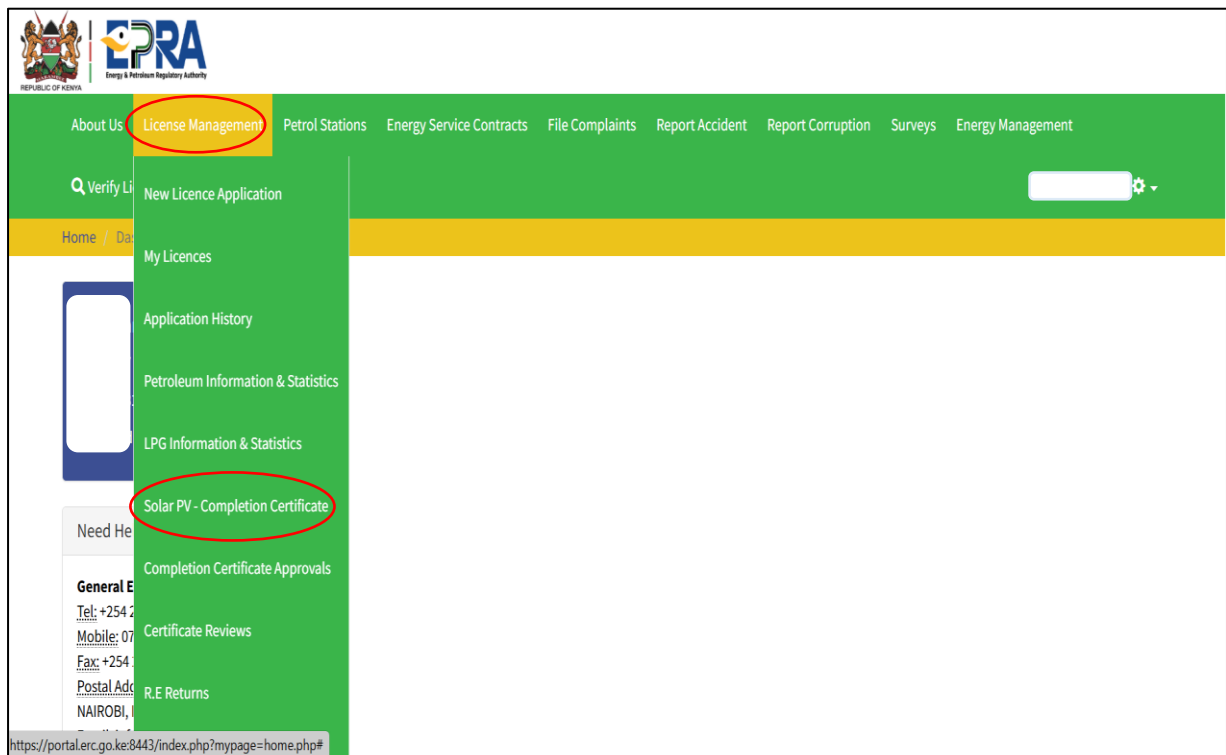


Figure 1.4: License Management and Solar PV- Completion Certificate Tab

1.7. Click on +New Notice. You will need to have a valid license to proceed with the generation of a commencement of work notice and completion certificate.

The screenshot shows the EPRA dashboard with a green header and a yellow breadcrumb trail. The main content area is titled 'Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard'. A red circle highlights a green button labeled '+ New Notice'. Below this button is a table with columns: #, Project Name, Notice Date, Client, Nature of project, Technician, Submitted, and Action. To the left of the table is a sidebar with 'Manage CWN' and 'Manage CC' sections, each showing counts for 'New CWNs', 'CWN awaiting Technician's Review', and 'Processed CWN by Technician'.

#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
---	--------------	-------------	--------	-------------------	------------	-----------	--------

Figure 1.5: Notification of the new project

1.8.Proceed to fill in the details of the project to be commenced accurately and click on “Save Project”.

The screenshot shows the 'New Commencement of Work Notice' form. It contains several input fields and dropdown menus for project details. A red circle highlights a green button labeled 'Save Project' at the bottom left of the form.

Facility/Project Name *
Nature of the Project *
Project Capacity kWp *
County *
Physical Address *
GPS Coordinate
Model of the Project *
Commissioning Date
Scope Of Work *
Approving Lead Technician
Client Name *
Contact Person *
Mobile Number *
Client Postal Code
Client Postal Address
Contact Email *

Figure 1.6: Filling in details of the new project

- 1.9. Select “Add Team Members” you may add licensed team members by searching their license numbers or unlicensed team members by entering the name and national identification numbers

Home Print CWN

View Project Details

Update Project Details Delete Project

CWN/Project ID		Client Name	
Prepared By		Client Postal Address	
Facility/Project Name		Client Postal Code	
Project Nature		Contact Person	
Project Capacity kWp		Contact Email	
County Name		Mobile Number	
Physical Address		Submitted	
GPS Coordinate		Date Submitted	
Commissioning Date		CWN Ref No.	
Project Model		Status	

Scope Of Work tdesign installation

Add Team Members

1. You will only be able to print and generate completion certificate & Commencement of work Notice after submitting.
2. The selected technician will need to validate the project details first.
3. Click above to add team members before clicking submit.

Submit Project

- 1.10. Confirm that all team members have been included

Process CWN for: Eagle Africa Centre 1100 kWp Project

Home Print CWN

View Project Details

Add Team Members

Project Team Members + Add Member

Name	Member Type	Licence Number	PIN/ID No.
	Lead Technician		Delete
	Technician		Delete
	Technician		Delete
John Doe	Technician		Delete

1. You will only be able to print and generate completion certificate & Commencement of work Notice after submitting.
2. The selected technician will need to validate the project details first.
3. Click above to add team members before clicking submit.

Submit Project

- 1.11. Once the project details and team members are accurately outlined, click on “**Submit project**”

Solar Commencement of Work Notice and Completion Certificate Submission Manual

[About Us](#) [License Management](#) [Petrol Stations](#) [Energy Service Contracts](#) [File Complaints](#) [Report Accident](#) [Report Corruption](#) [Surveys](#) [Energy Management](#)

Verify Licences

Home / CWN / Process CWN for: EPRA

Process CWN for: EPRA

Print CWN

View Project Details

Update Project Details

Delete Project

CWN/Project ID	47	Client Name	
Prepared By		Client Postal Address	
Facility/Project Name	EPRA	Client Postal Code	
Project Nature	Grid Tied Captive Solar	Contact Person	
Project Capacity kWp	1100	Contact Email	
County Name	Nairobi	Mobile Number	
Physical Address		Submitted	
GPS Coordinate		Date Submitted	
Commissioning Date	Feb 17, 2025	CWN Ref No.	
Project Model	EPC	Status	
Scope Of Work	De		

Add Team Members

1. You will only be able to print and generate completion certificate & Commencement of work Notice after submitting.

2. The selected technician will need to validate the project details first.

3. Click above to add team members before clicking submit.

Submit Project

Figure 1.7: Submission of the project

- 1.12. Click on **"Processed CWN by Technician,"** then select the CWN of the desired project. Click on **"Print"** to generate your own copy.

Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard

View User Manual

+ New Notice

Manage CWN

New CWNs (0)

CWN awaiting Technician's Review (0)

Processed CWN by Technician (3)

Manage CC

CC awaiting Technician's Review (0)

Processed CC by Technician (2)

CC awaiting EPRA Approval (2)

Processed CC by EPRA (1)

#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
1	Project one	01-04-2025	Client one	Grid Tied Captive Solar		1	CWN CC
2	Project one	01-04-2025	Client one	Grid Tied Captive Solar		1	CWN CC
3	Project Two	12-04-2025	Client TWO	Solar Mini Grid		1	CWN CC

Figure 1.8a: Processed CWN by Technician Tab

[Home](#) / [CWN](#) / [Process CWN for: EPRA](#)

Process CWN for: EPRA

[Home](#)[Print CWN](#)

View Project Details

CWN/Project ID	73	Client Name	
Prepared By		Client Postal Address	
Facility/Project Name	EPRA	Client Postal Code	
Project Nature	Grid Tied Captive Solar	Contact Person	
Project Capacity kWp	1100	Contact Email	
County Name	Nairobi	Mobile Number	
Physical Address	8 longonot	Submitted	Yes
GPS Coordinate	+	Date Submitted	Apr 1, 2025
Commissioning Date	Feb 17, 2025	CWN Ref No.	EPRA/SPV/CWN/00073
Project Model	EPC	Status	Completion Certificate Approved by Solar PV Worker
Scope Of Work			

Add Team Members

Figure 1.8b: Print Tab



COMMENCEMENT OF WORK NOTICE

NO. EPRA/SPV/CWN/00073

TO: THE ENERGY AND PETROLEUM REGULATORY AUTHORITY

In accordance with the Energy (Solar Photovoltaic Systems) Regulations 2012, I/We hereby give notice of installation of a solar photovoltaic system at the premises of;

Name EPRA

Postal Address

Physical address

GPS Location

County

Project Capacity

Scope of Work



I/We propose to commence the work on 01-04-2025

I/We confirm that;

1. The solar PV system is designed to meet the requirements outlined in the Kenya Standard
2. I have provided to the client a system design declaration together with design drawings and calculations
3. The installation of the solar PV system shall comply with the requirements of the relevant Kenya Standard

signature:

EPRA/SPVT/



Figure 1.8c: A print out of the Commencement Work Notice (CWN)

A completion certificate will be generated on completion of works this is as details in the following section

2. How to Generate a Completion Certificate:

2.1. Visit our website: www.epra.go.ke

2.2. Navigate to the **ELECTRICITY & RENEWABLE ENERGY** tab.

2.3. Click **License Application** under the Renewable Energy drop-down list.

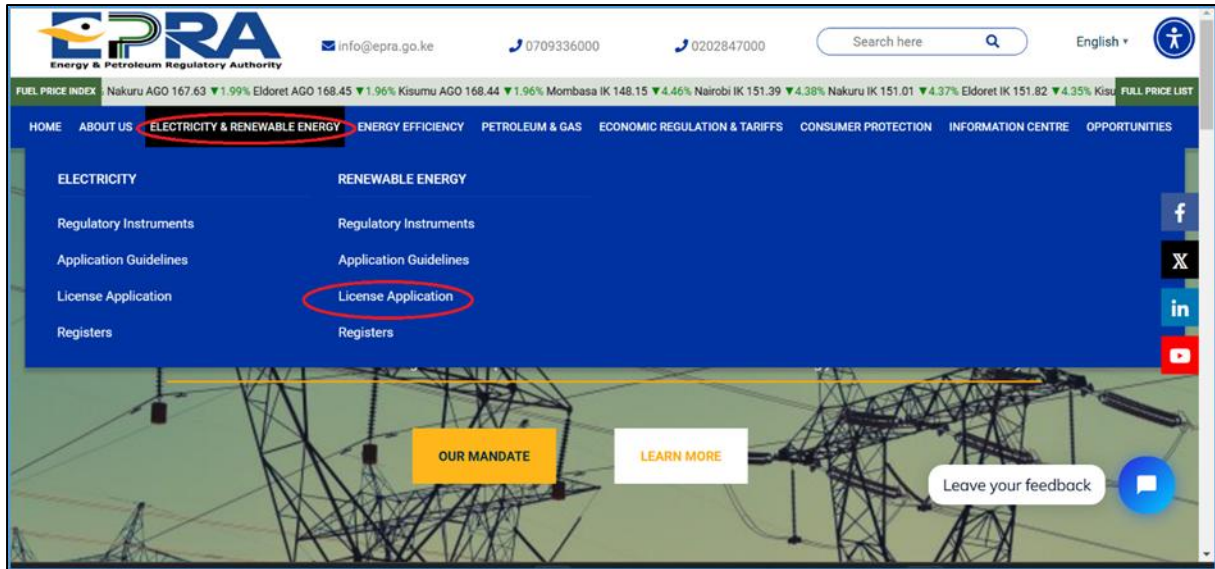


Figure 2.1: License Application Tab

2.4. Click on the “**Apply Now**” link

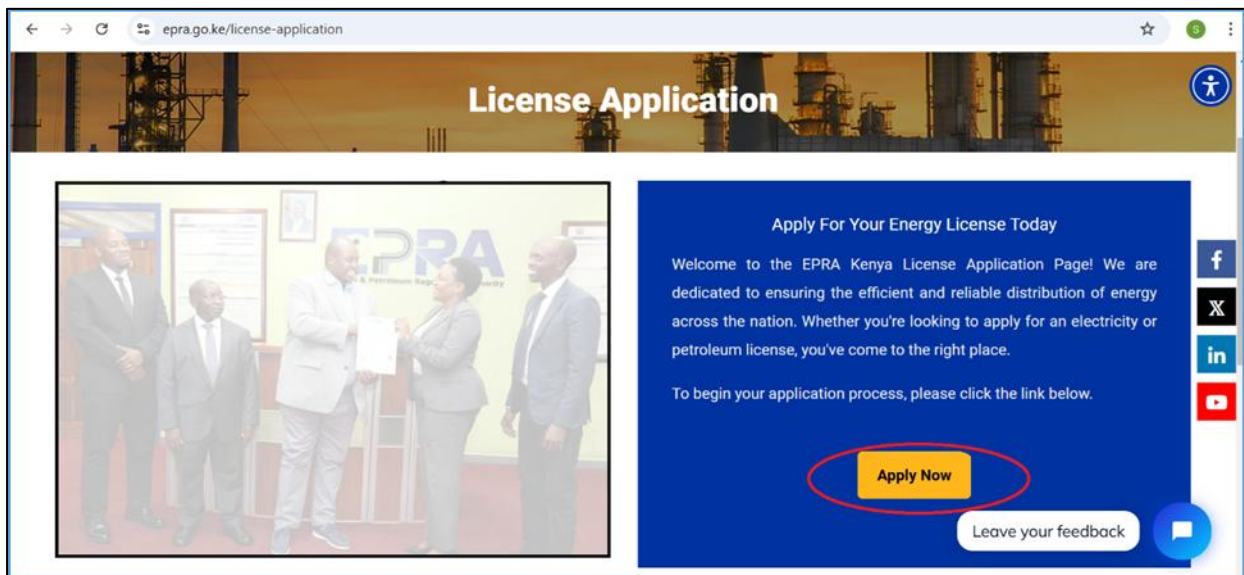
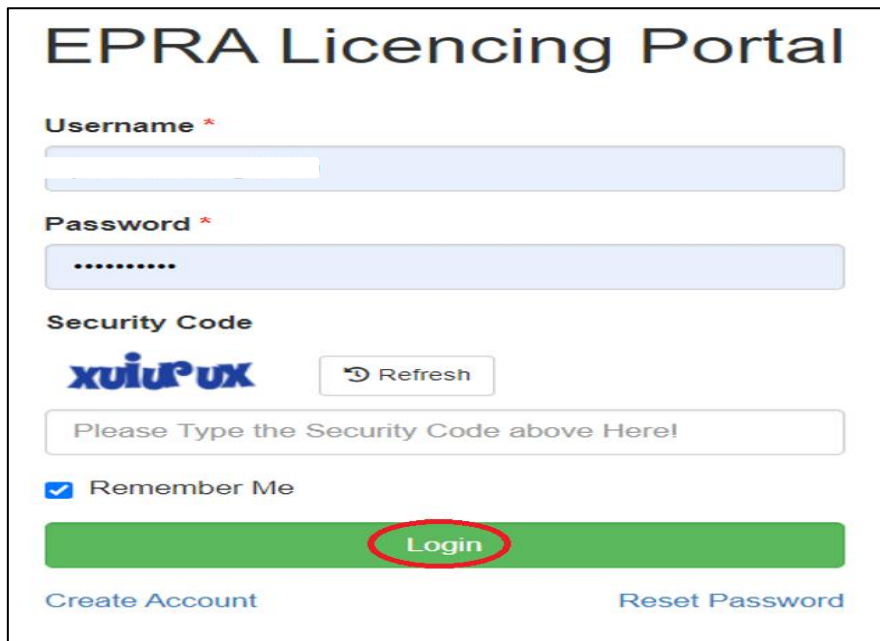


Figure 2.2: License Application Link

2.5. **Login** to your individual account using your **username** and **password**. If you no longer remember your password, click on **Reset Password** and provide an email address to which you have access.



The image shows the login interface of the EPRA Licencing Portal. It features a title 'EPRA Licencing Portal' at the top. Below the title are three input fields: 'Username', 'Password', and 'Security Code'. The 'Security Code' field is accompanied by a CAPTCHA image showing the word 'xuiupux' and a 'Refresh' button. Below the input fields is a 'Remember Me' checkbox and a large green 'Login' button, which is circled in red. At the bottom, there are links for 'Create Account' and 'Reset Password'.

Figure 2.3: Account Login

2.6.Go to License Management and click on Solar PV- Completion Certificate.

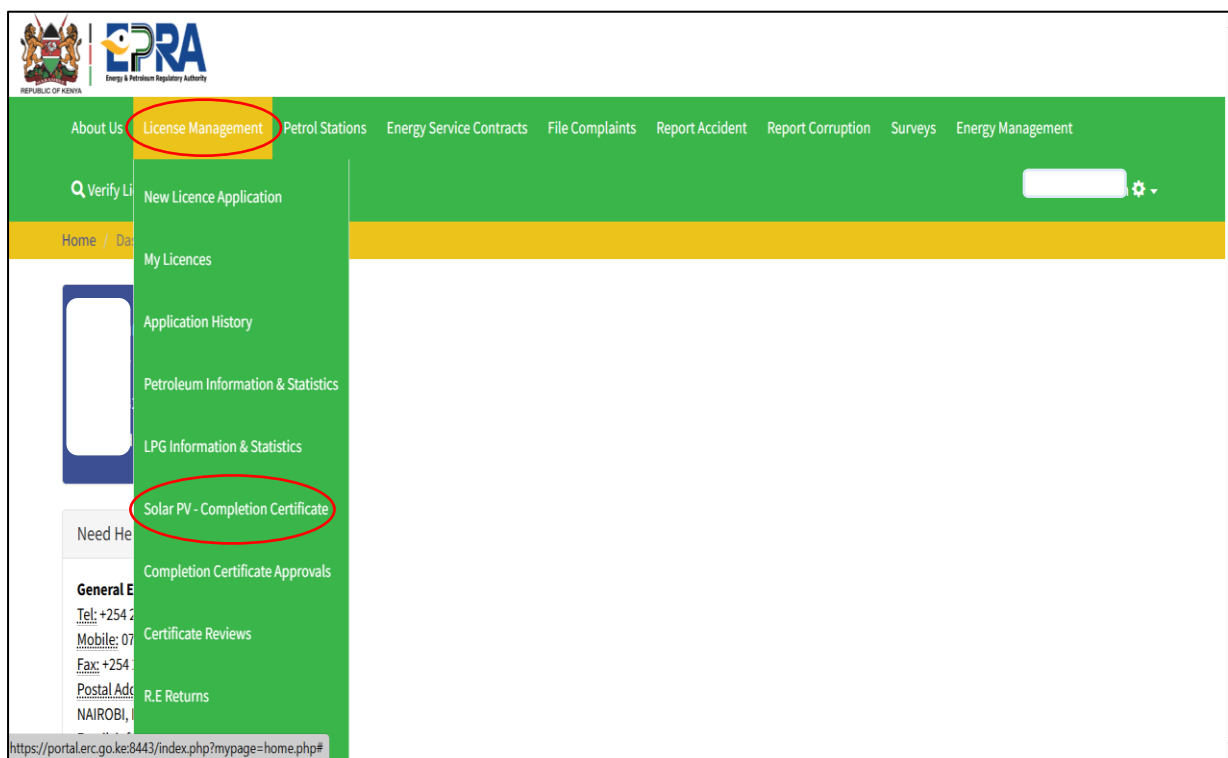


Figure 2.4: License Management and Solar PV- Completion Certificate Tab

2.7. For you to generate a completion certificate of a specific project you should have initially processed and submitted a commencement of work notice of the same project. **Click** “Processed CWN by Technician”

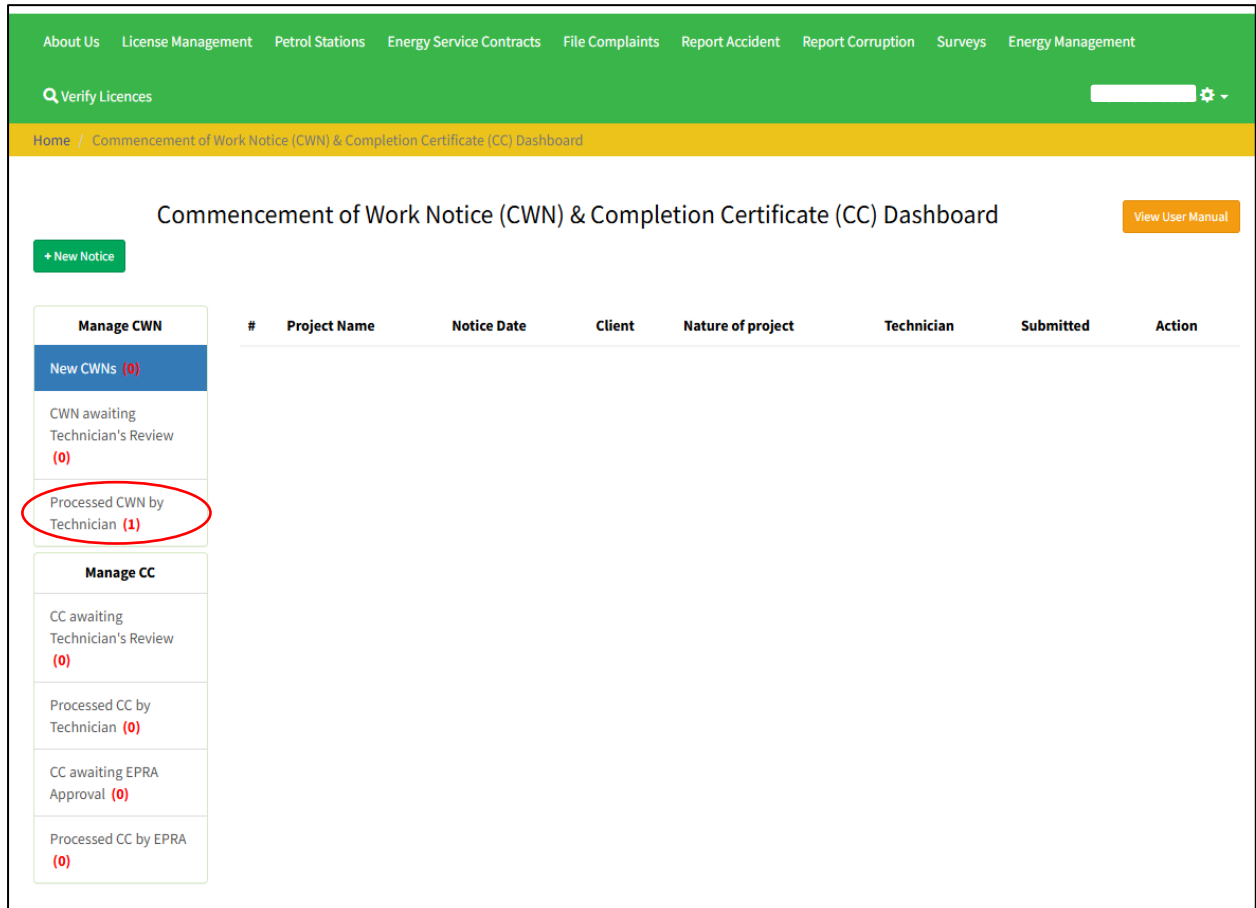
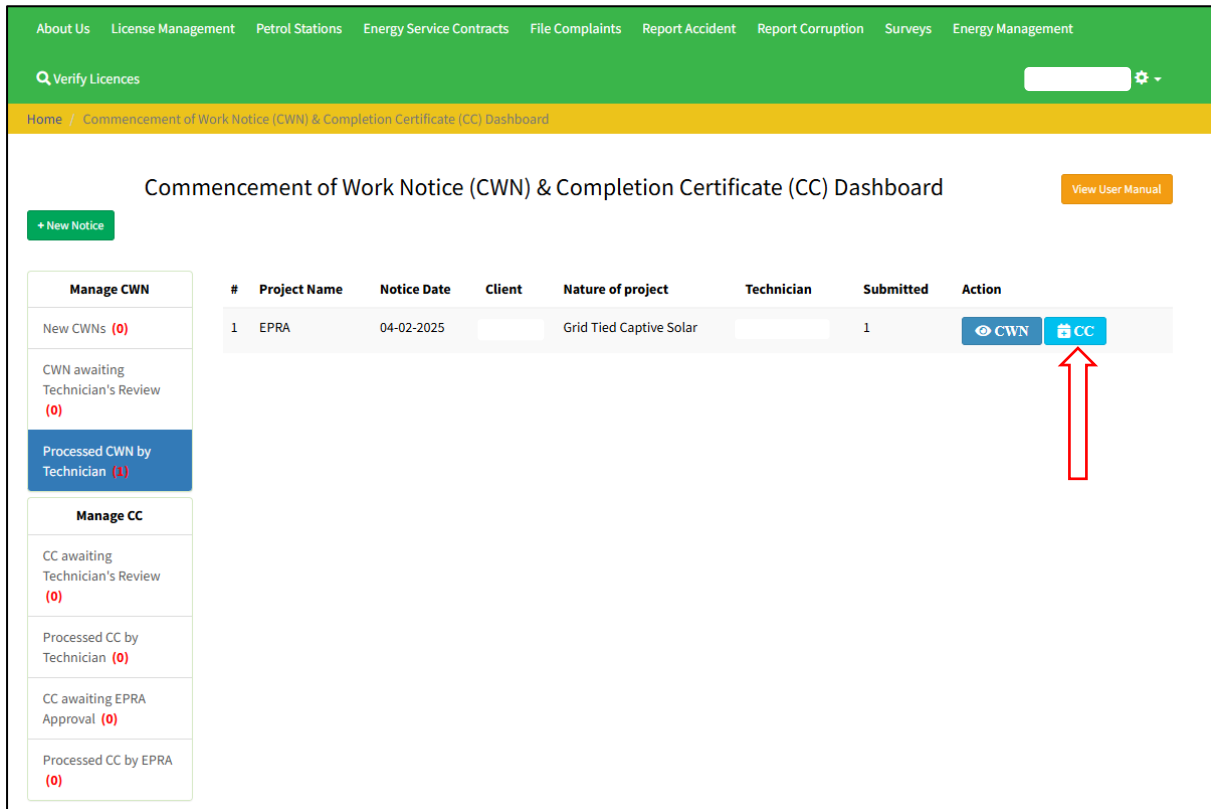


Figure 2.5: Obtaining the specific project

2.8. **Select** the Project for which you would like to generate the completion certificate, then **navigate to the “CC tab “**of that project.



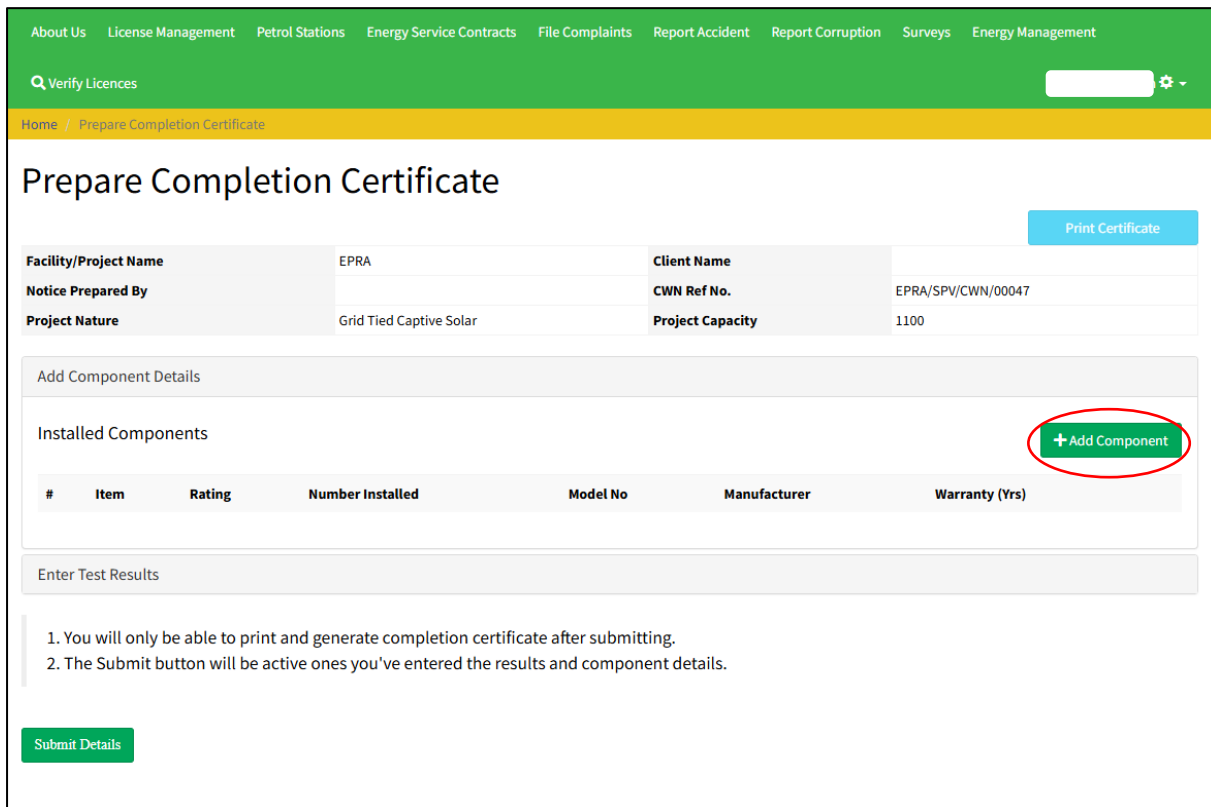
The dashboard is titled "Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard". It features a sidebar with navigation options: "Manage CWN" and "Manage CC". The "Manage CWN" section includes "New CWNs (0)", "CWN awaiting Technician's Review (0)", and "Processed CWN by Technician (1)". The "Manage CC" section includes "CC awaiting Technician's Review (0)", "Processed CC by Technician (0)", "CC awaiting EPRA Approval (0)", and "Processed CC by EPRA (0)".

#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
1	EPRA	04-02-2025		Grid Tied Captive Solar		1	CWN CC

A red arrow points to the "CC" button in the Action column of the first row.

Figure 2.6: Completion Certificate (CC) Tab

2.9. Click on Add Component,



The "Prepare Completion Certificate" form includes the following sections:

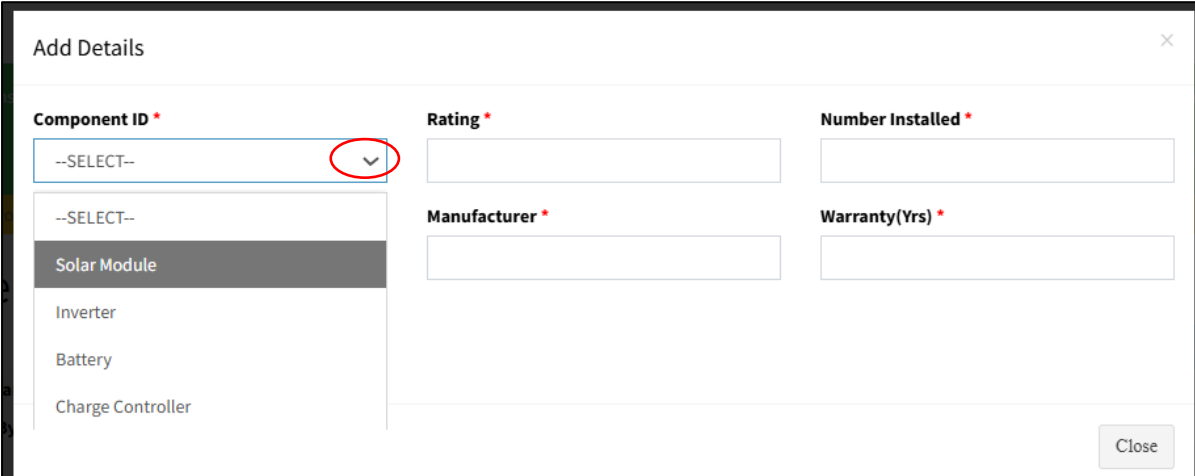
- Facility/Project Name:** EPRA
- Client Name:**
- Notice Prepared By:**
- CWN Ref No.:** EPRA/SPV/CWN/00047
- Project Nature:** Grid Tied Captive Solar
- Project Capacity:** 1100
- Print Certificate** button
- Add Component Details** section:
 - Installed Components** section:

#	Item	Rating	Number Installed	Model No	Manufacturer	Warranty (Yrs)
+ Add Component						
 - Enter Test Results** section
- Submit Details** button

A red circle highlights the "+ Add Component" button in the Installed Components section.

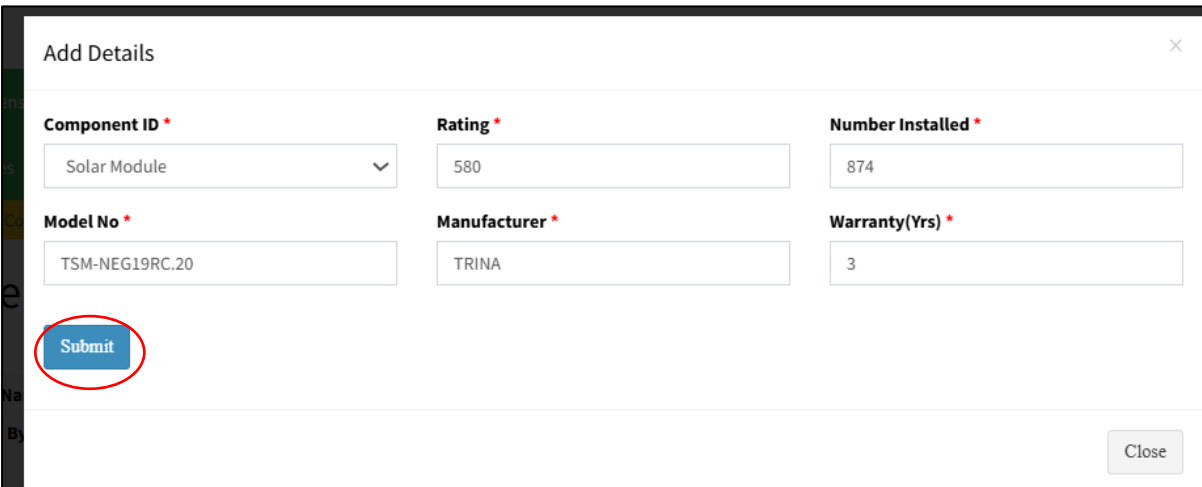
Figure 2.7: Preparation of Completion Certificate

- 2.10. Click on the "Component ID" dropdown and select a component, such as "solar module." Enter the component details as shown in Figure 2.8b. Once done, click "**Submit.**" Repeat this process for the remaining components, ensuring all details are entered accurately before submitting each one. The rating of the solar modules is to be submitted in Wp, inverters in kVA, batteries in kWh and charge controllers in Amperes



The screenshot shows a web form titled "Add Details" with a close button (X) in the top right corner. The form contains several input fields and a dropdown menu. The "Component ID" field is a dropdown menu that is currently open, showing a list of options: "--SELECT--", "Solar Module", "Inverter", "Battery", and "Charge Controller". The "Solar Module" option is highlighted. The "Rating" field is empty. The "Number Installed" field is empty. The "Manufacturer" field is empty. The "Warranty(Yrs)" field is empty. A "Close" button is located at the bottom right of the form.

Figure 2.8a: Selection of component



The screenshot shows the same "Add Details" form, but now all fields are filled out. The "Component ID" dropdown menu is closed and shows "Solar Module". The "Rating" field contains the value "580". The "Number Installed" field contains the value "874". The "Model No" field contains the value "TSM-NEG19RC.20". The "Manufacturer" field contains the value "TRINA". The "Warranty(Yrs)" field contains the value "3". A blue "Submit" button is highlighted with a red circle. A "Close" button is located at the bottom right of the form.

Figure 2.8b: Filling in details of modules used in the Project

Add Details

Component ID *
Inverter

Rating *
100

Number Installed *
5

Model No *
SUN2000-100KTL-M2

Manufacturer *
Huawei

Warranty(Yrs) *
5

Submit

Close

Figure 2.8c: Filling in details of inverter used in the Project

Add Details

Component ID *
Battery

Rating *
7.5

Number Installed *
10

Model No *
BYD

Manufacturer *
BYD

Warranty(Yrs) *
5

Submit

Close

Figure 2.8d: Filling in details of battery used in the Project

Add Details

Component ID *
Charge Controller

Rating *
50

Number Installed *
4

Model No *
BlueSolar MPPT 75/15

Manufacturer *
Victron Energy

Warranty(Yrs) *
5

Submit

Close

Figure 2.8e: Filling in details of battery used in the Project

- 2.11. Once all the components' details have been uploaded, click on **“Enter Test Results”**

The screenshot displays the 'Prepare Completion Certificate' page. At the top, there is a green navigation bar with links: About Us, License Management, Petrol Stations, Energy Service Contracts, File Complaints, Report Accident, Report Corruption, Surveys, and Energy Management. Below this is a search bar with the text 'Verify Licences' and a settings icon. A yellow banner below the navigation bar shows 'Home / Prepare Completion Certificate' and a green success message 'Added successfully'. The main content area is titled 'Prepare Completion Certificate' and includes a 'Print Certificate' button. Below the title is a table with project details:

Facility/Project Name	EPRA	Client Name	
Notice Prepared By		CWN Ref No.	EPRA/SPV/CWN/00047
Project Nature	Grid Tied Captive Solar	Project Capacity	1100

Below the table is a section titled 'Add Component Details' with a sub-section 'Installed Components' and an '+ Add Component' button. A table lists the installed components:

#	Item	Rating	Number Installed	Model No	Manufacturer	Warranty (Yrs)
1	Solar Module	580.00 (Wp)	874	TSM-NEG19RC.20	TRINA	3
2	Inverter	100.00 (kVA)	5	SUN2000-100KTL-M2	Huawei	5
3	Battery	7.50 (kWh)	10	BYD	BYD	5
4	Charge Controller	50.00 (A)	4	BlueSolar MPPT 75/15	Victron Energy	5

Below the table is a button labeled 'Enter Test Results', which is circled in red. At the bottom, there is a 'Submit Details' button and two instructions:

1. You will only be able to print and generate completion certificate after submitting.
2. The Submit button will be active ones you've entered the results and component details.

Figure 2.9: Enter Test Results Tab

- 2.12. Click on the drop down for each test and **select** the appropriate result for each. For the “Test Report” and “Design Drawings” **upload** the respective

files for each based on the specific project, then click on **Save Results**.

Home / Prepare Completion Certificate

Prepare Completion Certificate

[Print Certificate](#)

Facility/Project Name		Client Name	
Notice Prepared By		CWN Ref No.	EPRA/SPV/CWN/00047
Project Nature	Grid Tied Captive Solar	Project Capacity	1100

Add Component Details

Enter Test Results

#	Test	Result
1	Visual Inspection Tests	-- SELECT --
2	Polarity	-- SELECT --
3	Continuity	PASS FAIL
4	String Open Circuit Voltage (Voc)	
5	String Short Circuit Current (Isc)	
6	Insulation Resistance Test	-- SELECT --
7	Earth Loop Impedance Test	-- SELECT --
8	Earth Resistance Test	-- SELECT --
9	Functional Tests	-- SELECT --
10	Test Report	Choose File No file chosen
11	Design Drawings	Choose File No file chosen

[Save Results](#)

1. You will only be able to print and generate completion certificate after submitting.
2. The Submit button will be active ones you've entered the results and component details.

Figure 2.10: Uploading the test Results

2.13. Click on “**Submit details**”,

[About Us](#)
[License Management](#)
[Petrol Stations](#)
[Energy Service Contracts](#)
[File Complaints](#)
[Report Accident](#)
[Report Corruption](#)
[Surveys](#)
[Energy Management](#)

Verify Licences

[Home](#) / [Prepare Completion Certificate](#)

Prepare Completion Certificate

Facility/Project Name

EPRA

Client Name

Notice Prepared By

CWN Ref No.

EPRA/SPW/CWN/00047

Project Nature

Grid Tied Captive Solar

Project Capacity

1100

Print Certificate

Add Component Details

Installed Components

+ Add Component

#	Item	Rating	Number Installed	Model No	Manufacturer	Warranty (Yrs)
1	Solar Module	580.00 (Wp)	874	TSM-NEG19RC.20	TRINA	3
2	Inverter	100.00 (kVA)	5	SUN2000-100KTL-M2	Huawei	5
3	Battery	7.50 (kWh)	10	BYD	BYD	5
4	Charge Controller	50.00 (A)	4	BlueSolar MPPT 75/15	Victron Energy	5

Enter Test Results

1. You will only be able to print and generate completion certificate after submitting.

2. The Submit button will be active ones you've entered the results and component details.

Submit Details

Figure 2.11: Submit Details Tab

2.14. Once you submit, the project will move to **Manage CC** under **“Processed CC by Technician”** and **“CC awaiting EPRA Approval”**

concurrently.

Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard

+ New Notice

View User Manual

#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
1	EPRA	01-04-2025		Grid Tied Captive Solar		1	CWN CC
2	Project one	01-04-2025	Client one	Grid Tied Captive Solar		1	CWN CC

Manage CWN

- New CWNs (0)
- CWN awaiting Technician's Review (0)
- Processed CWN by Technician (3)

Manage CC

- CC awaiting Technician's Review (0)
- Processed CC by Technician (2)
- CC awaiting EPRA Approval (2)**
- Processed CC by EPRA (1)

Figure 2.12: CC awaiting EPRA Approval

- 2.15. Upon approval by EPRA, click on “Processed CC by EPRA” then navigate to the specific project, click on CC and print as shown in fig 2.13b

Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard

+ New Notice

View User Manual

#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
1	EPRA	04-02-2025		Grid Tied Captive Solar		1	CWN CC

Manage CWN

- New CWNs (0)
- CWN awaiting Technician's Review (0)
- Processed CWN by Technician (3)

Manage CC

- CC awaiting Technician's Review (0)
- Processed CC by Technician (2)
- CC awaiting EPRA Approval (2)
- Processed CC by EPRA (1)**

Figure 2.13a: Process of obtaining a copy of the project CC

Prepare Completion Certificate

[Print Certificate](#)

Facility/Project Name	EPRA	Client Name	
Notice Prepared By		CWN Ref No.	EPRA/SPV/CWN/00047
Project Nature	Grid Tied Captive Solar	Project Capacity	1100

Add Component Details

Installed Components

[+ Add Component](#)

#	Item	Rating	Number Installed	Model No	Manufacturer	Warranty (Yrs)
1	Solar Module	580.00 (Wp)	874	TSM-NEG19RC.20	TRINA	3
2	Inverter	100.00 (kVA)	5	SUN2000-100KTL-M2	Huawei	5
3	Battery	7.50 (kWh)	10	BYD	BYD	5
4	Charge Controller	50.00 (A)	4	BlueSolar MPPT 75/15	Victron Energy	5

Enter Test Results

Figure 2.13b: Print



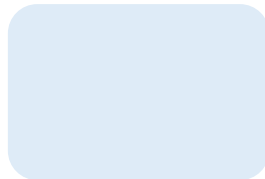
COMPLETION CERTIFICATE

NO. EPRA/SPV/CC/00047

TO: THE ENERGY AND PETROLEUM REGULATORY AUTHORITY

In accordance with the Energy (Solar Photovoltaic Systems) Regulations 2012, I/We hereby give notice of completion of installation of a (1100) kWp solar photovoltaic system at the premises of;

Client Name
Postal Address
Name of Contact Person
Business/Contact Telephone Number
Business/Contact Email Address



The installation works were conducted by;

Contractor License Number

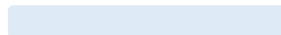
EPRA/SPVT/

Name of Contractor



Telephone Number

Email Address



Lead Technician License Number

EPRA/SPVT/

Lead Technician Name



Lead Technician ID Number



Other Technicians Involved

Name

Licence Number

ID Number

The details of the project implemented are as below;

Facility/ Project Name	EPRA
Nature of Project	Grid Tied Captive Solar
Project Capacity (kWp)	1100
County	Nairobi
Physical address	8 longonot
GPS Location	+
Model of Project Implementation	EPC

The details of the components installed are;

#	Item	Rating	No. Installed	Model No	Manufacturer	Warranty (Yrs)
1	Solar Module	580.00 (Wp)	874	TSM-NEG19RC.20	TRINA	3
2	Inverter	100.00 (kVA)	5	SUN2000-100KTL-M2	Huawei	5
3	Battery	7.50 (kWh)	10	BYD	BYD	5
4	Charge Controller	50.00 (A)	4	BlueSolar MPPT 75/15	Victron Energy	5

The following tests were performed on the installation. The test values obtained are attached hereto

Test	Pass/Fail
Visual Inspection Tests	Pass
Polarity	Pass
Continuity	Pass
String Open Circuit Voltage (Voc)	Pass
String Short Circuit Current (Isc)	Pass
Insulation Resistance Test	Pass
Earth Loop Impedance Test	Pass
Earth Resistance Test	Pass
Functional Tests	Pass

I/We certify that

1. The design and installation of the solar PV system has been installed in compliance with the relevant Kenya Standard and all applicable health, safety and environmental laws as provided in the Energy (Solar Photovoltaic Systems) Regulation 2012
2. The client has been provided with the following documentation relating to the system
 - o A warranty for the installation workmanship.
 - o The "as built" system design and drawings.
 - o Warranties on the solar PV system or components issued by the manufacturer, importer or vendor.
 - o User manuals with respect to the solar PV system.
 - o Safety datasheets for solar PV components/systems.
 - o Instructions for the safe disposal of the solar PV system and system components.
3. The client has been trained on the operation, safe use and maintenance of the solar PV System

signature:

EPRA/SPVT/



Figure 2.13c: A print out of the Completion Certificate (CC)

B. SUBMISSION AS A SOLAR PV CONTRACTOR

1. How to Generate a Commencement of Work Notice:

- 1.1. Visit our website: www.epra.go.ke
- 1.2. Navigate to the **ELECTRICITY & RENEWABLE ENERGY** tab.
- 1.3. Click **License Application** under the Renewable Energy drop-down list.

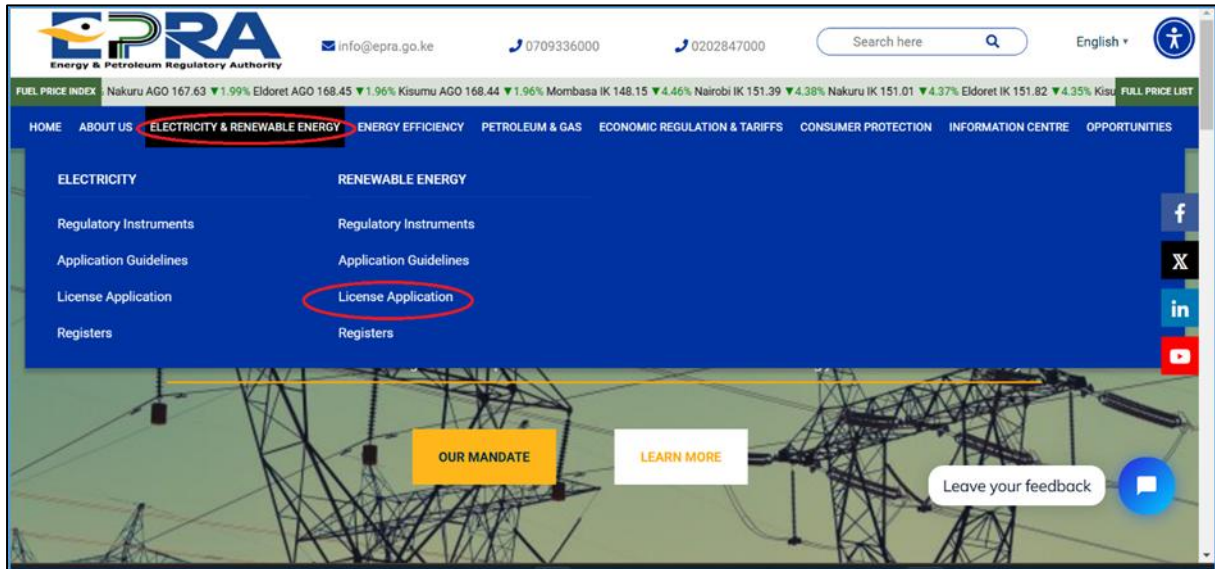


Figure 2.1: License Application Tab

- 1.4. Click on the “Apply Now” link

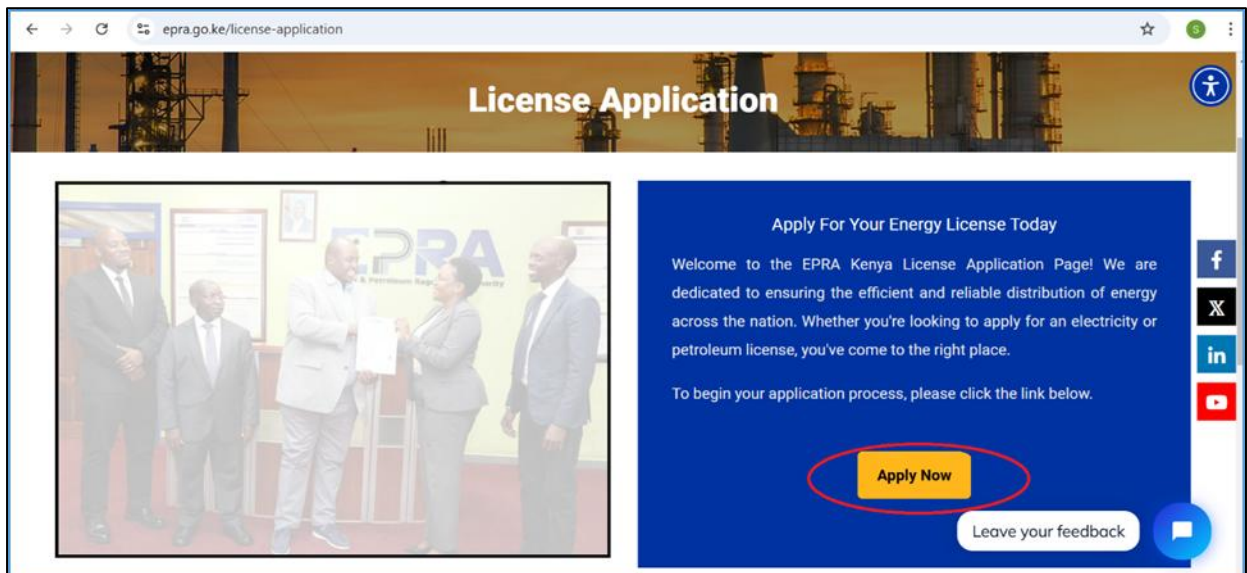
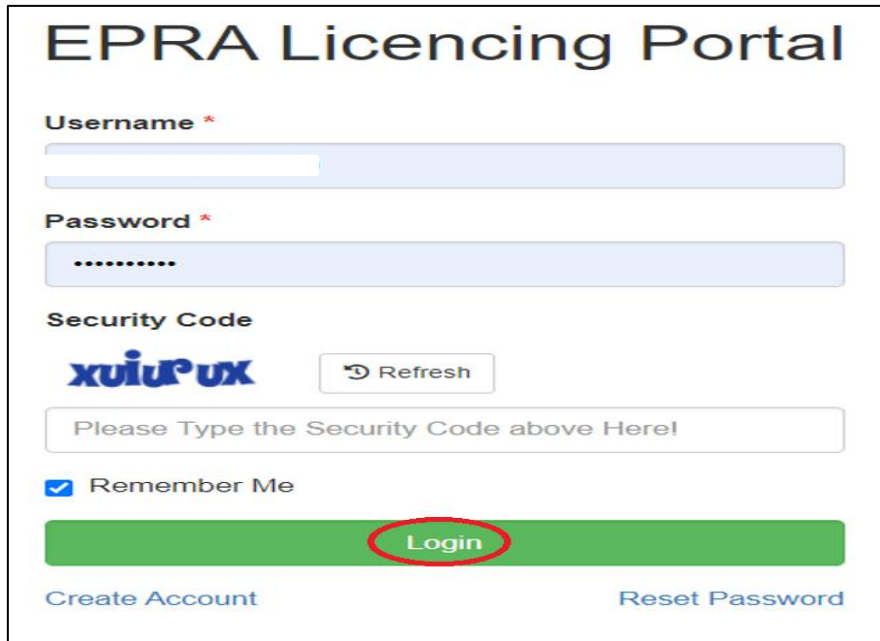


Figure 1.2: License Application Link

- 1.5. **Login** to your individual account using your **username** and **password**. If you no longer remember your password, click on **Reset Password** and provide an email address to which you have access.



The image shows the login interface of the EPRA Licencing Portal. It features a title 'EPRA Licencing Portal' at the top. Below the title are three input fields: 'Username *', 'Password *', and 'Security Code'. The 'Security Code' field is accompanied by a CAPTCHA image showing the word 'xuiupux' and a 'Refresh' button. Below these fields is a checkbox labeled 'Remember Me' and a large green 'Login' button. At the bottom, there are links for 'Create Account' and 'Reset Password'.

Figure 1.3: Account Login

1.6. Go to **License Management** and click on **Solar PV- Completion Certificate**.

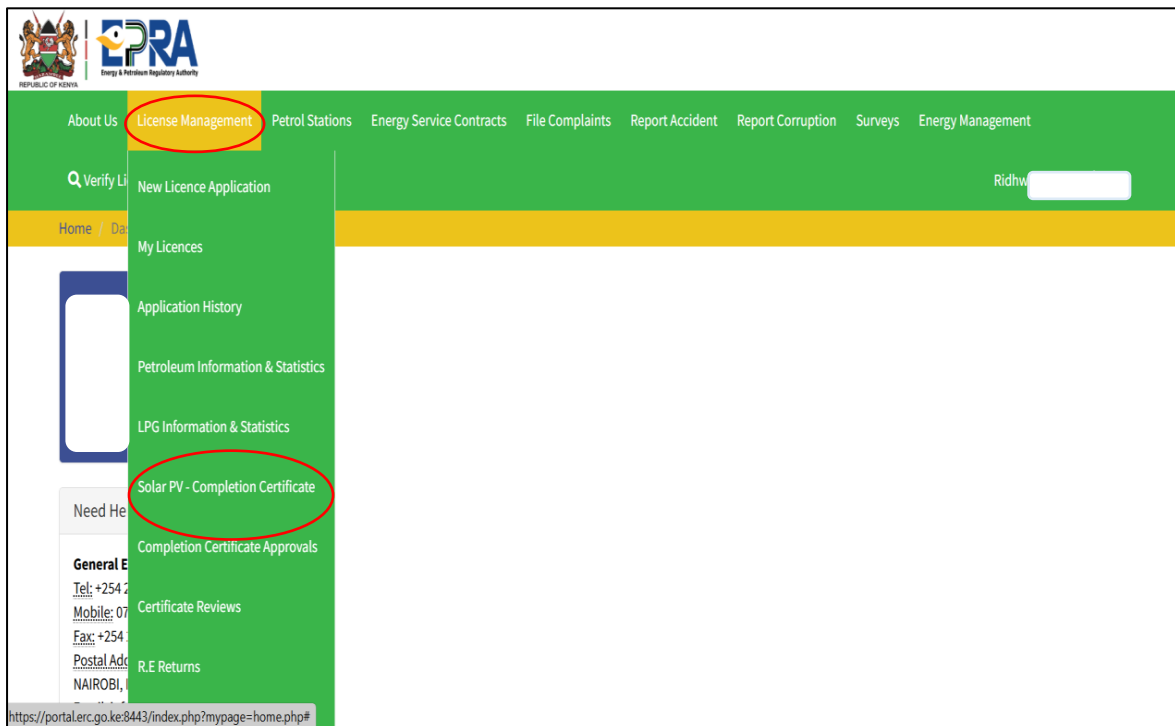


Figure 1.4: License Management and Solar PV- Completion Certificate Tab

1.7. Click on **+New Notice**. The contractor's license and technician's license will need to be valid for the applicant to proceed with generation of commencement of work notices

The screenshot shows the EPRA (Energy & Petroleum Regulatory Authority) dashboard. The header includes the EPRA logo and navigation links: About Us, License Management, Petrol Stations, Energy Service Contracts, File Complaints, Report Accident, Report Corruption, Surveys, and Energy Management. A search bar for 'Verify Licences' is present. The breadcrumb trail reads: Home / Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard. The main heading is 'Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard', with a 'View User Manual' button. A red circle highlights a '+ New Notice' button. Below this is a table with columns: #, Project Name, Notice Date, Client, Nature of project, Technician, Submitted, and Action. On the left, there are summary cards for 'Manage CWN' (New CWNs: 0, CWN awaiting Technician's Review: 0, Processed CWN by Technician: 0) and 'Manage CC'.

Figure 1.5: Notification of the new project

1.8. Proceed to fill in the details of the project to be commenced accurately and click on “Save Project”.

The screenshot shows the 'New Commencement of Work Notice' form. The header is the same as Figure 1.5, with the breadcrumb trail: Home / Completion Cert Projects / New Commencement of Work Notice. The form contains the following fields: Facility/Project Name, Nature of the Project (dropdown), Project Capacity kWp, County (dropdown), Physical Address, GPS Coordinate, Model of the Project (dropdown), Commissioning Date (calendar icon, X icon, text input), Scope Of Work (text area), Approving Lead Technician (radio buttons for Licence No. EPRA/SPVT/0 and Licence No. EPRA/SPVT/C), Client Name, Contact Person, Mobile Number, Client Postal Code, Client Postal Address, and Contact Email. A red circle highlights the 'Save Project' button at the bottom left.

Figure 1.6: Filling in details of the new project

1.9. Select “Add Team Members” you may add licensed team members by searching their license numbers or unlicensed team members by entering the name and national identification numbers

Solar Commencement of Work Notice and Completion Certificate Submission Manual

[Home](#)[Print CWN](#)

View Project Details

[Update Project Details](#)[Delete Project](#)

CWN/Project ID		Client Name	
Prepared By		Client Postal Address	
Facility/Project Name		Client Postal Code	
Project Nature		Contact Person	
Project Capacity kWp		Contact Email	
County Name		Mobile Number	
Physical Address		Submitted	
GPS Coordinate		Date Submitted	
Commissioning Date		CWN Ref No.	
Project Model		Status	

Scope Of Worktdesign installation

[Add Team Members](#)

1. You will only be able to print and generate completion certificate & Commencement of work Notice after submitting.
2. The selected technician will need to validate the project details first.
3. Click above to add team members before clicking submit.

[Submit Project](#)

1.10. Confirm that all team members have been included

Process CWN for: Eagle Africa Centre 1100 kWp Project

[Home](#)[Print CWN](#)

View Project Details

Add Team Members

Project Team Members[+ Add Member](#)

Name	Member Type	Licence Number	PIN/ID No.
	Lead Technician		Delete
	Technician		Delete
	Technician		Delete
John Doe	Technician		Delete

1. You will only be able to print and generate completion certificate & Commencement of work Notice after submitting.
2. The selected technician will need to validate the project details first.
3. Click above to add team members before clicking submit.

[Submit Project](#)

- 1.11. Once the details of the project and team members are accurately updated, click on **“Submit project”**

The screenshot displays the 'Process CWN for: Project one' web interface. The interface includes a navigation bar at the top with links such as 'About Us', 'License Management', 'Petrol Stations', 'Energy Service Contracts', 'File Complaints', 'Report Accident', 'Report Corruption', 'Surveys', and 'Energy Management'. Below the navigation bar, there is a search bar and a 'Verify Licences' button. The main content area is titled 'Process CWN for: Project one' and features a 'Print CWN' button. The 'View Project Details' section contains a form with the following fields:

Update Project Details	
CWN/Project ID	77
Prepared By	
Facility/Project Name	Project one
Project Nature	Grid Tied Captive Solar
Project Capacity kWp	1100
County Name	Nairobi
Physical Address	Nairobi
GPS Coordinate	-1.2921° S, 36.8220° E
Commissioning Date	Feb 17, 2025
Project Model	EPC
Client Name	Client one
Client Postal Address	00100
Client Postal Code	7097
Contact Person	Person One
Contact Email	
Mobile Number	072000000
Submitted	No
Date Submitted	(not set)
CWN Ref No.	(not set)
Status	(not set)

Below the form, there is a 'Scope Of Work' section with the text 'Design and Construction'. A 'Delete Project' button is located in the top right corner of the form. At the bottom of the form, there is a 'Submit Project' button, which is highlighted with a red circle. Below the form, there are three instructions:

1. You will only be able to print and generate completion certificate & Commencement of work Notice after submitting.
2. The selected technician will need to validate the project details first.
3. Click above to add team members before clicking submit.

Figure 1.7: Submission of the project

- 1.12. Upon submission of the project, an email of this form will be sent to the licensed technician for verification and approval of the project. The licensed

technician will be required to log in to the EPRA account and validate the details provided in the commencement of work notice

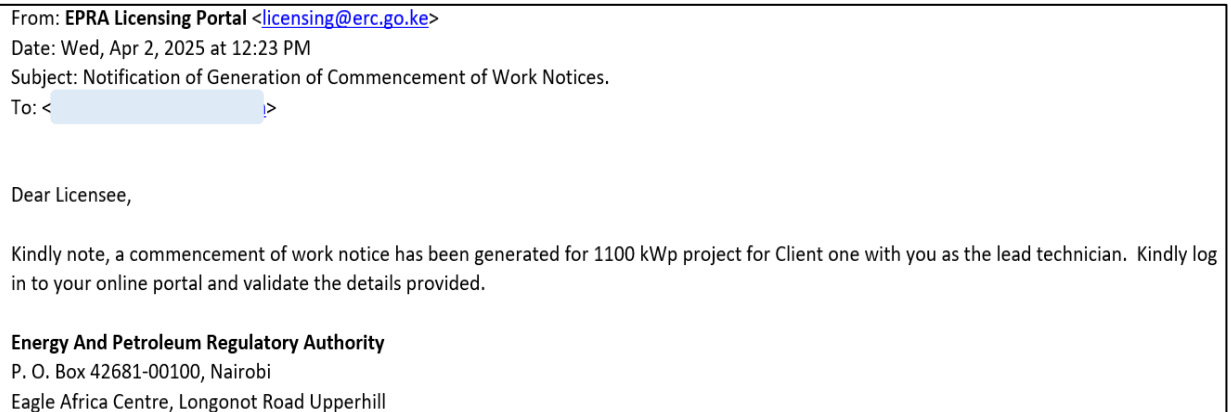


Figure 1.8: Email Notification on Generation of CWN

1.13. The details of the application may be accessed through the “Project Awaiting Technician’s Review” Tab.

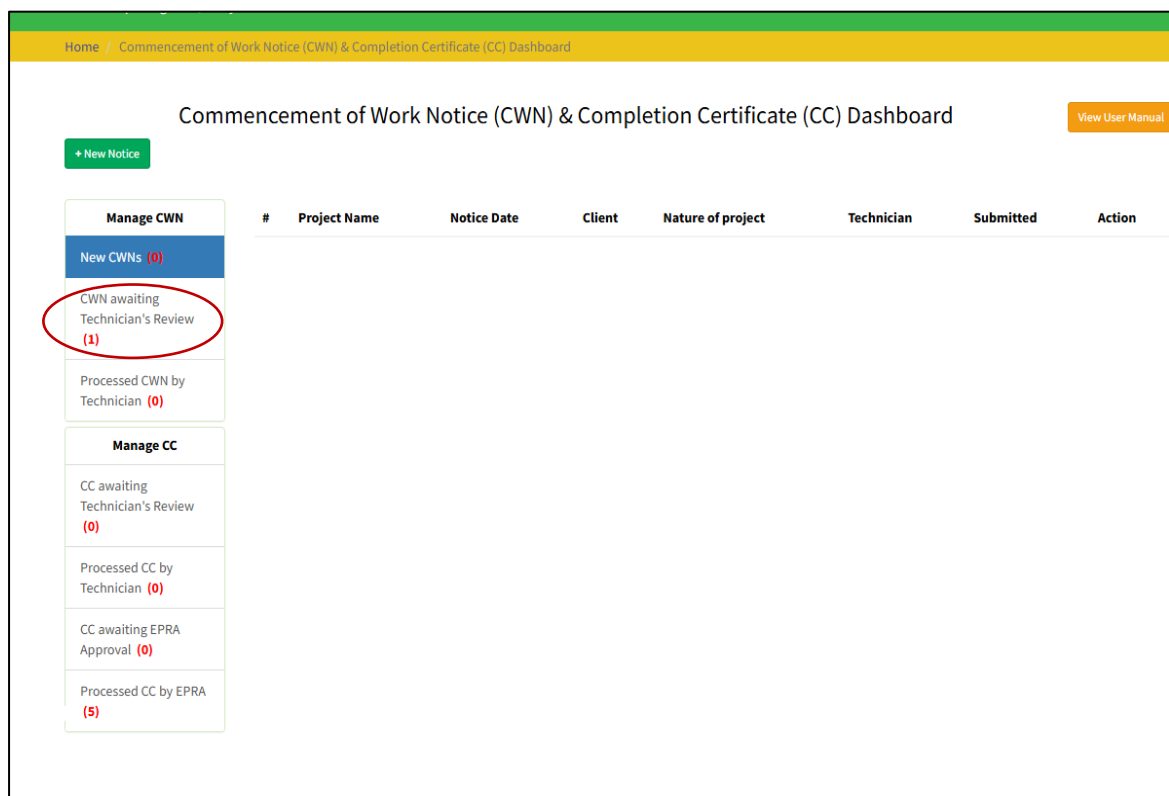


Figure 1.9: Technician’s Project Review

1.14. Once validated click on "**Processed CWN by Technician,**" then select the CWN of the desired project. After that, click on "**Print**"

Figure 1.10a: Processed CWN by Technician Tab

Solar Commencement of Work Notice and Completion Certificate Submission Manual

Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard

[+ New Notice](#)

[View User Manual](#)

#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
1	Project one	02-04-2025	Client one	Grid Tied Captive Solar		1	CWN CC

Manage CWN

- New CWNs (0)
- CWN awaiting Technician's Review (0)
- Processed CWN by Technician (2)

Manage CC

- CC awaiting Technician's Review (0)
- Processed CC by Technician (0)
- CC awaiting EPRA Approval (0)
- Processed CC by EPRA

Figure 1.10b: CWN Tab

Process CWN for: Project one

[Home](#) [Print CWN](#)

View Project Details

CWN/Project ID	77	Client Name	Client one
Prepared By		Client Postal Address	00100
Facility/Project Name	Project one	Client Postal Code	7097
Project Nature	Grid Tied Captive Solar	Contact Person	Person One
Project Capacity kWp	1100	Contact Email	
County Name	Nairobi	Mobile Number	072000000
Physical Address	Nairobi	Submitted	Yes
GPS Coordinate	-1.2921° S, 36.8220° E	Date Submitted	Apr 2, 2025
Commissioning Date	Feb 17, 2025	CWN Ref No.	EPRA/SPV/CWN/00077
Project Model	EPC	Status	Approved by Solar PV worker

Scope Of Work Design and Construction

[Add Team Members](#)

Figure 1.10c: Print Tab



COMMENCEMENT OF WORK NOTICE

NO. EPRA/SPV/CWN/00077

TO: THE ENERGY AND PETROLEUM REGULATORY AUTHORITY

In accordance with the Energy (Solar Photovoltaic Systems) Regulations 2012, I/We hereby give notice of installation of a solar photovoltaic system at the premises of;

Name	Project one
Postal Address	00100 - 7097
Physical address	Nairobi
GPS Location	-1.2921° S, 36.8220° E
County	Nairobi
Project Capacity	1100
Scope of Work	Design and Construction

I/We propose to commence the work on 02-04-2025

I/We confirm that;

1. The solar PV system is designed to meet the requirements outlined in the Kenya Standard
2. I have provided to the client a system design declaration together with design drawings and calculations
3. The installation of the solar PV system shall comply with the requirements of the relevant Kenya Standard

signature:

EPRA/SPVT/

signature:

EPRA/SPVC,



Figure 1.10d: A print out of the Commencement Work Notice (CWN)

On completion of the project, you will have to generate a completion certificate. Below is a step by step guide.

2. How to Generate a Completion Certificate:

2.1. Visit our website: www.epra.go.ke

2.2. Navigate to the **ELECTRICITY & RENEWABLE ENERGY** tab.

2.3. Click **License Application** under the Renewable Energy drop-down list.

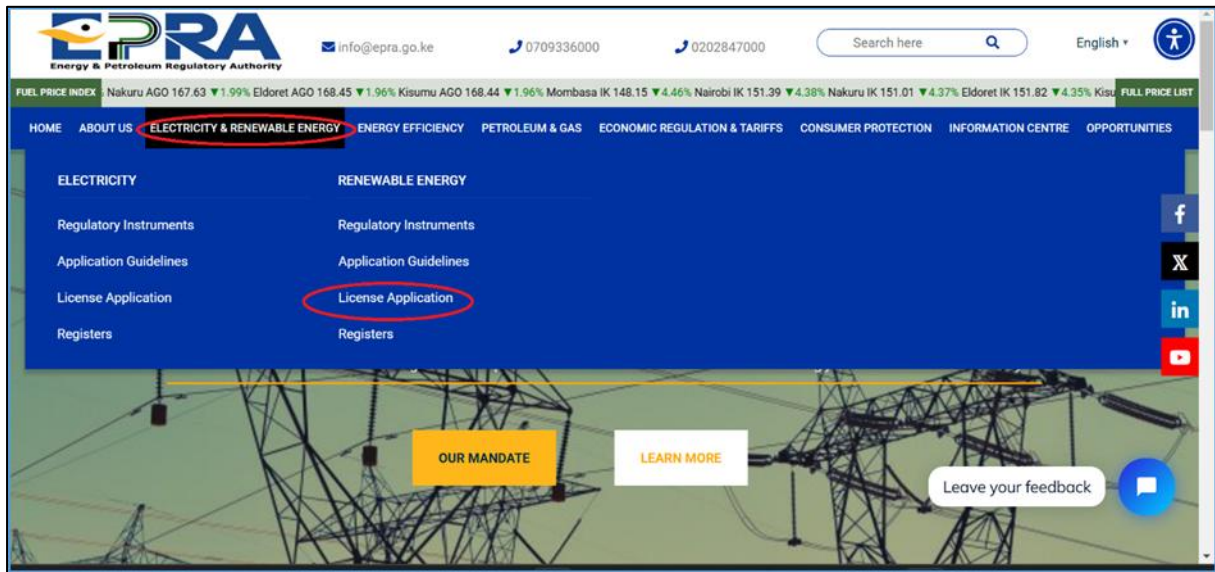


Figure 2.1: License Application Tab

2.4. Click on the “**Apply Now**” link

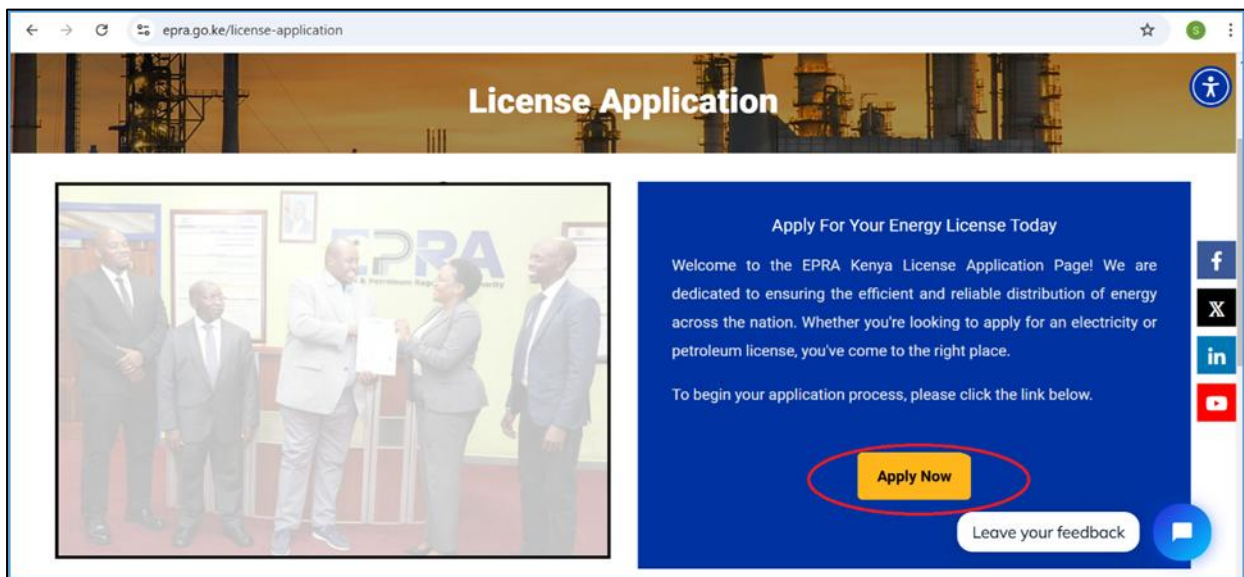


Figure 2.2: License Application Link

2.5. **Login** to your individual account using your **username** and **password**. If you no longer remember your password, click on **Reset Password** and provide an email address to which you have access.



The image shows the login interface of the EPRA Licencing Portal. It features a title 'EPRA Licencing Portal' at the top. Below the title are three input fields: 'Username', 'Password', and 'Security Code'. The 'Security Code' field is accompanied by a CAPTCHA image showing the word 'xuiupux' and a 'Refresh' button. Below the input fields is a 'Remember Me' checkbox and a large green 'Login' button, which is circled in red. At the bottom, there are links for 'Create Account' and 'Reset Password'.

Figure 2.3: Account Login

2.6.Go to License Management and click on Solar PV- Completion Certificate.

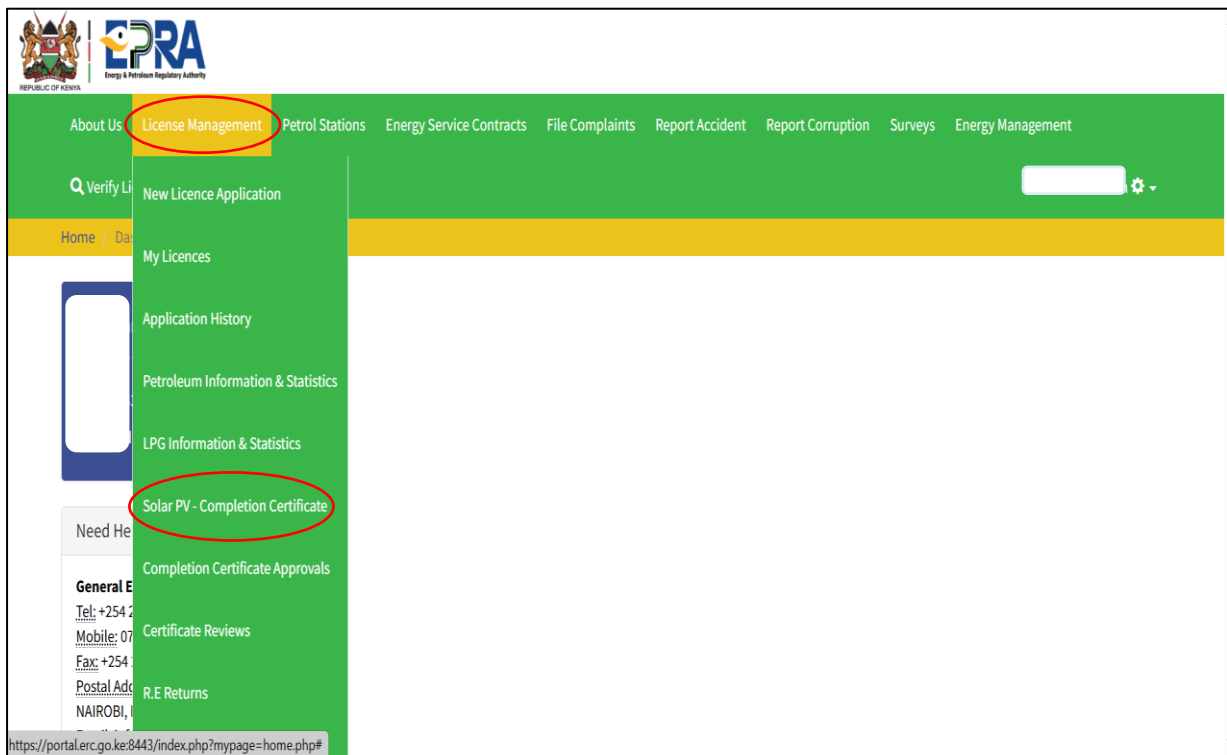


Figure 2.4: License Management and Solar PV- Completion Certificate Tab

2.7. For you to generate a completion certificate of a specific project you should have initially processed and submitted a commencement of work notice of the same project. With this, click on “Processed CWN by Technician” then select the desired project’s CC (Completion Certificate).

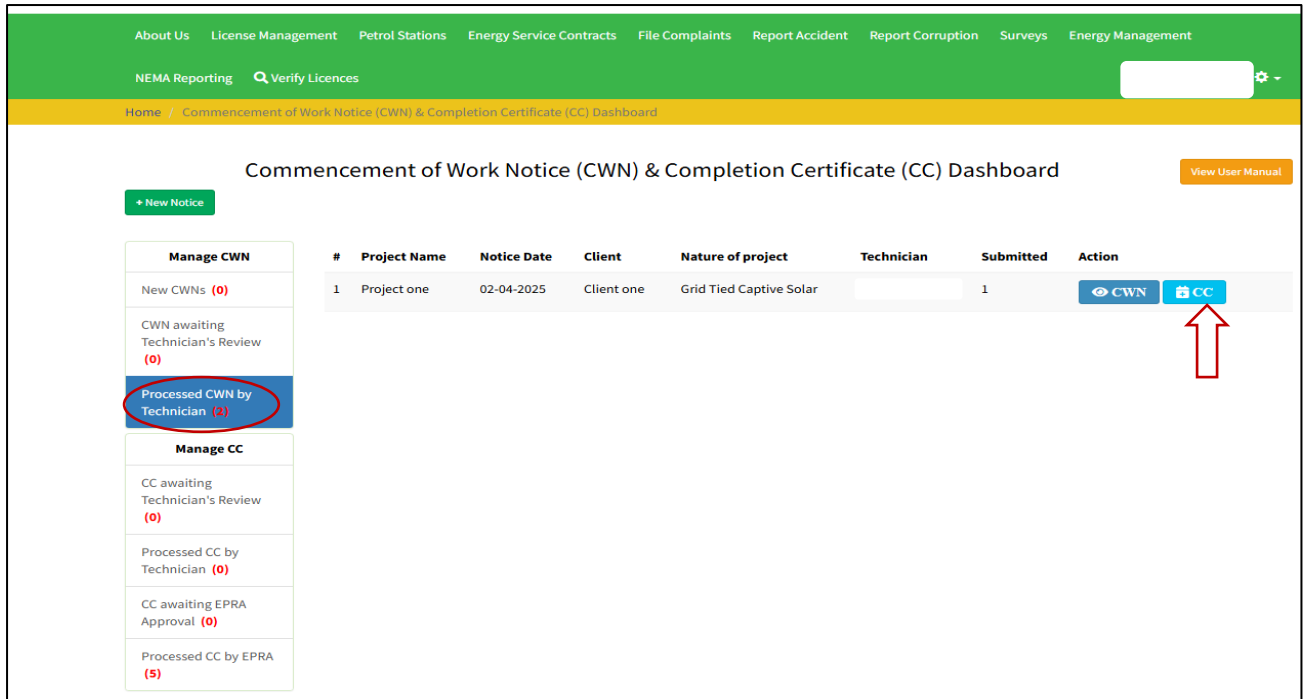


Figure 2.5: Obtaining the specific project’s CC

2.8. Click on **Add Component**,

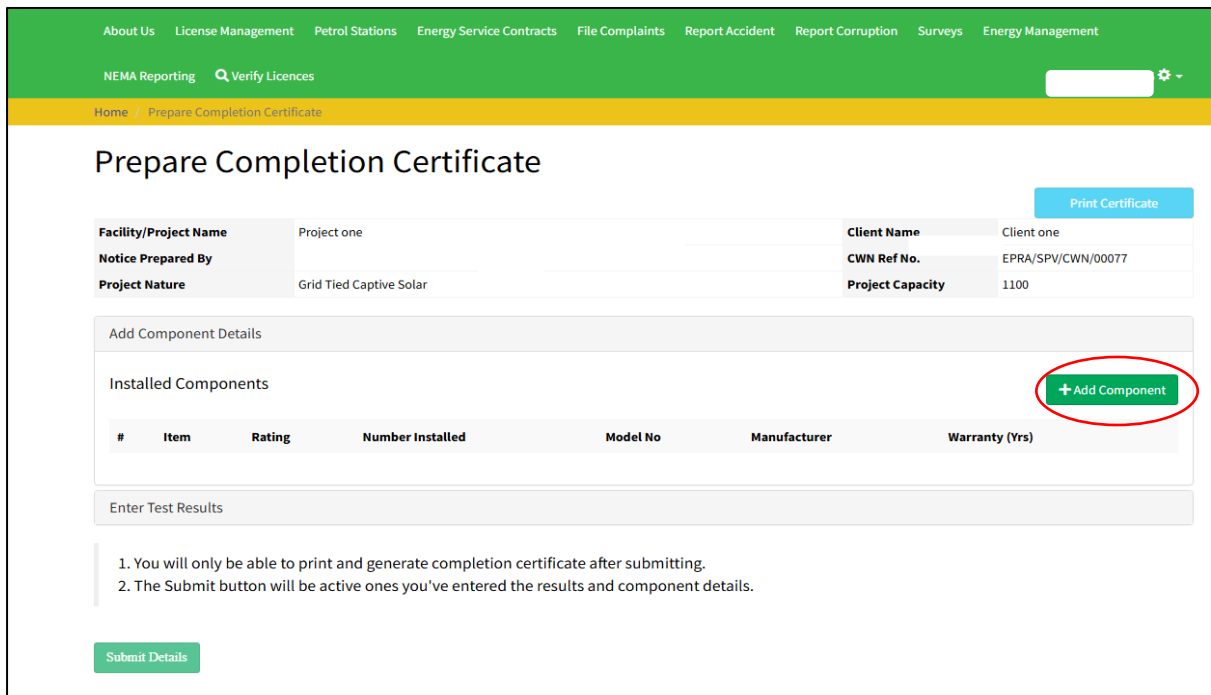
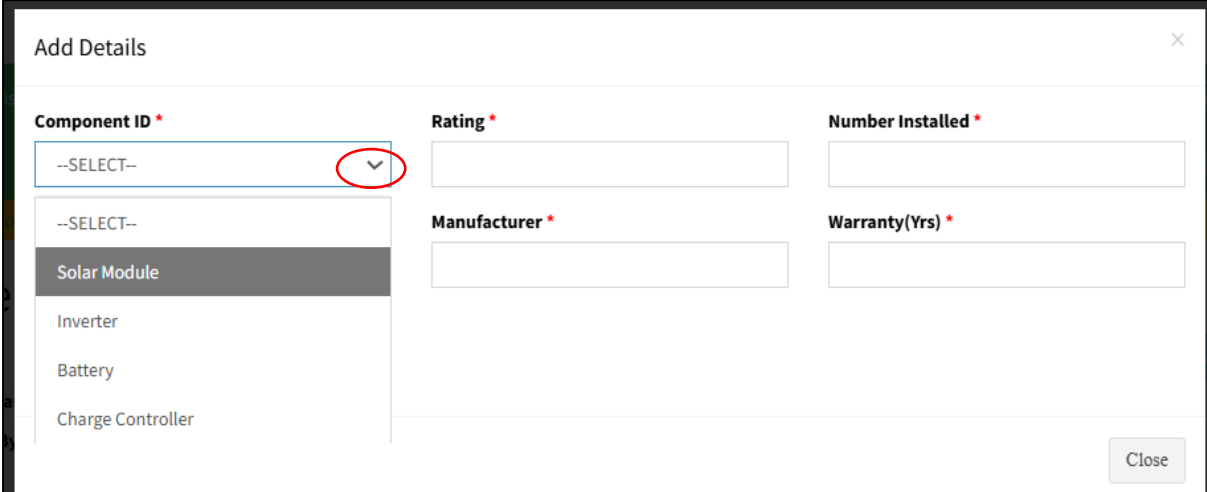


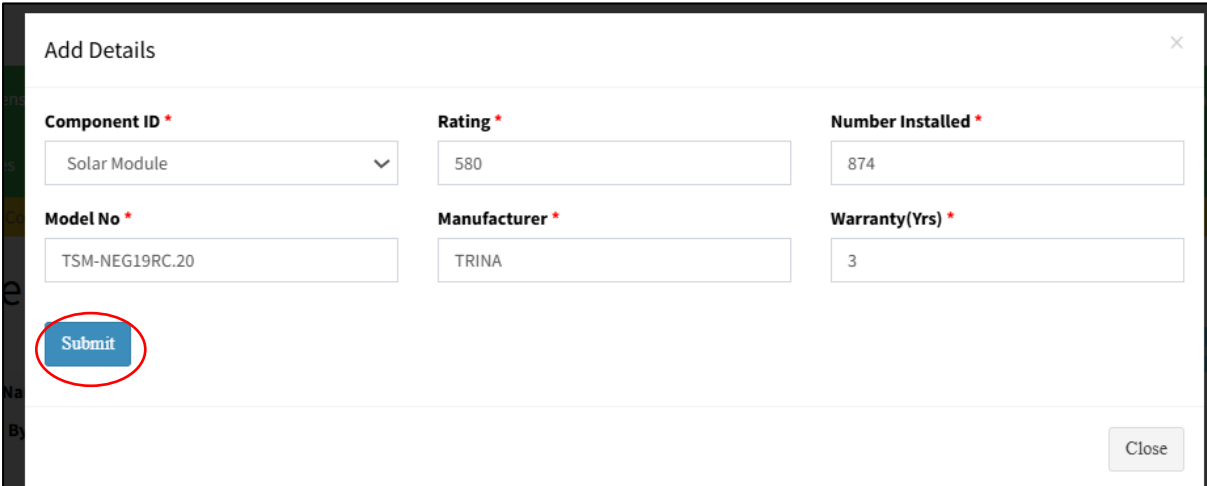
Figure 2.6: Preparation of Completion Certificate

2.9. **Click** on the "Component ID" dropdown and select a component, such as "solar module." Enter the component details as shown in Figure 2.8b. Once done, click "**Submit**." Repeat this process for the remaining components, ensuring all details are entered accurately before submitting each one. The rating of the solar modules is to be submitted in Wp, inverters in kVA, batteries in kWh and charge controllers in Amperes



The screenshot shows a web form titled "Add Details" with a close button (X) in the top right corner. The form contains six input fields arranged in a 2x3 grid. The first field, "Component ID *", is a dropdown menu with "--SELECT--" as the current selection. A red circle highlights the dropdown arrow, and the menu is open, showing options: "--SELECT--", "Solar Module" (highlighted), "Inverter", "Battery", and "Charge Controller". The other fields are empty: "Rating *", "Number Installed *", "Manufacturer *", and "Warranty(Yrs) *". A "Close" button is located at the bottom right of the form.

Figure 2.7a: Selection of component



The screenshot shows the same "Add Details" form, but now all fields are filled out. The "Component ID *" dropdown shows "Solar Module" with a downward arrow. The "Rating *" field contains "580". The "Number Installed *" field contains "874". The "Model No *" field contains "TSM-NEG19RC.20". The "Manufacturer *" field contains "TRINA". The "Warranty(Yrs) *" field contains "3". A red circle highlights the "Submit" button, which is a blue button with white text. A "Close" button is still present at the bottom right.

Figure 2.7b: Filling in details of modules used in the Project

Figure 2.7c: Filling in details of inverter used in the Project

2.10. Once all the components' details have been uploaded, click on **“Enter Test Results”**

1. You will only be able to print and generate completion certificate after submitting.
2. The Submit button will be active ones you've entered the results and component details.

Figure 2.8: Enter Test Results Tab

2.11. **Click** on the drop down for each test and **select** the appropriate result for each. For the “Test Report” and “Design Drawings” **upload** the respective

files for each based on the specific project, then click on **Save Results**.

The screenshot shows a web application interface for preparing a completion certificate. The header is green with navigation links: About Us, License Management, Petrol Stations, Energy Service Contracts, File Complaints, Report Accident, Report Corruption, Surveys, and Energy Management. Below the header is a yellow bar with a search icon and the text 'Verify Licences'. The main content area has a title 'Prepare Completion Certificate' and a 'Print Certificate' button. The form includes several input fields for project details: Facility/Project Name, Client Name, Notice Prepared By, CWN Ref No. (EPRA/SPV/CWN/00047), Project Nature (Grid Tied Captive Solar), and Project Capacity (1100). Below these is a section for 'Add Component Details' and 'Enter Test Results'. The 'Enter Test Results' section is a table with columns for Test #, Test Name, and Result. The first row shows 'Visual Inspection Tests' with a dropdown menu for the result, which is currently set to '-- SELECT --'. The dropdown menu is open, showing options: '-- SELECT --', PASS, and FAIL. The 'Save Results' button is located at the bottom right of the form. Below the form, there are two instructions: 1. You will only be able to print and generate completion certificate after submitting. 2. The Submit button will be active ones you've entered the results and component details.

#	Test	Result
1	Visual Inspection Tests	-- SELECT --
2	Polarity	-- SELECT --
3	Continuity	PASS
4	String Open Circuit Voltage (Voc)	FAIL
5	String Short Circuit Current (Isc)	-- SELECT --
6	Insulation Resistance Test	-- SELECT --
7	Earth Loop Impedance Test	-- SELECT --
8	Earth Resistance Test	-- SELECT --
9	Functional Tests	-- SELECT --
10	Test Report	Choose File No file chosen
11	Design Drawings	Choose File No file chosen

Figure 2.9: Uploading the test Results

2.12. Click on **“Submit details”**,

[About Us](#)
[License Management](#)
[Petrol Stations](#)
[Energy Service Contracts](#)
[File Complaints](#)
[Report Accident](#)
[Report Corruption](#)
[Surveys](#)
[Energy Management](#)

[NEMA Reporting](#)
[Verify Licences](#)

Home / Prepare Completion Certificate

Prepare Completion Certificate

Facility/Project Name

Project one

Client Name

Client one

Notice Prepared By

CWN Ref No.

EPRA/SPV/CWN/00077

Project Nature

Grid Tied Captive Solar

Project Capacity

1100

Print Certificate

Add Component Details

Installed Components

+ Add Component

#	Item	Rating	Number Installed	Model No	Manufacturer	Warranty (Yrs)
1	Solar Module	580.00 (Wp)	874	TSM-NEG19RC.20	TRINA	5
2	Inverter	100.00 (kVA)	4	SUN2000-100KTL-M2	Huawei	5

Enter Test Results

1. You will only be able to print and generate completion certificate after submitting.

2. The Submit button will be active ones you've entered the results and component details.

Submit Details

Figure 2.10: Submit Details Tab

2.13. After submission, the project will move to the “**CC Awaiting Technician’s Review**” stage, where the contractor’s licensed company technician will be required to evaluate and approve it to allow further progress.

[About Us](#)
[License Management](#)
[Petrol Stations](#)
[Energy Service Contracts](#)
[File Complaints](#)
[Report Accident](#)
[Report Corruption](#)
[Surveys](#)
[Energy Management](#)

[NEMA Reporting](#)
[Verify Licences](#)

Home / Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard

Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard

+ New Notice

View User Manual

Manage CWN

New CWNs (0)

CWN awaiting Technician's Review (0)

Processed CWN by Technician (1)

Manage CC

CC awaiting Technician's Review (1)

Processed CC by Technician (0)

CC awaiting EPRA Approval (0)

Processed CC by EPRA (5)

#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
1	Project one	02-04-2025	Client one	Grid Tied Captive Solar		1	CWN CC

Figure 2.11: CC awaiting Technician’s Review

- 2.14. Once the project is approved, the project will move to **“Processed CC by Technician”** and **“CC awaiting EPRA Approval”** concurrently.

Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard

[+ New Notice](#)

Manage CWN

- New CWNs (0)
- CWN awaiting Technician's Review (0)
- Processed CWN by Technician (1)

Manage CC

- CC awaiting Technician's Review (0)
- Processed CC by Technician (1)
- CC awaiting EPRA Approval (1)
- Processed CC by EPRA (5)

#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
---	--------------	-------------	--------	-------------------	------------	-----------	--------

Figure 2.12: CC awaiting EPRA Approval

- 2.15. Upon approval by EPRA, click on **“Processed CC by EPRA”** then navigate to the specific project, click on CC and print as shown in fig 2.13b.

Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard

[+ New Notice](#)

Manage CWN

- New CWNs (0)
- CWN awaiting Technician's Review (0)
- Processed CWN by Technician (1)

Manage CC

- CC awaiting Technician's Review (0)
- Processed CC by Technician (0)
- CC awaiting EPRA Approval (0)
- Processed CC by EPRA (5)

#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
1	EPRA Test Hassid Lites	19-03-2025		Solar Home System		1	CWN CC
2	Semara Test 100 kW Test 2	20-03-2025		Utility Scale Solar PV		1	CWN CC
3	Eagle Africa Centre 150	21-03-2025		Solar Mini Grid		1	CWN CC
4	Eagle Africa Centre 1234 kWp test Project	23-03-2025		Grid Tied Captive Solar		1	CWN CC
5	Other Technicians Functional Test	23-03-2025		Solar Home System		1	CWN CC
6	Project one	02-04-2025	Client one	Grid Tied Captive Solar		1	CWN CC

Figure 2.13a: Process of obtaining a copy of the project CC

Prepare Completion Certificate

Facility/Project Name Project one **Client Name** Client one

Notice Prepared By **CWN Ref No.** EPRA/SPV/CWN/00077

Project Nature Grid Tied Captive Solar **Project Capacity** 1100

Print Certificate

Add Component Details

Installed Components [+ Add Component](#)

#	Item	Rating	Number Installed	Model No	Manufacturer	Warranty (Yrs)
1	Solar Module	580.00 (Wp)	874	TSM-NEG19RC.20	TRINA	5
2	Inverter	100.00 (kVA)	4	SUN2000-100KTL-M2	Huawei	5

Enter Test Results

Figure 2.13b: Print



COMPLETION CERTIFICATE

NO. EPRA/SPV/CC/00077

TO: THE ENERGY AND PETROLEUM REGULATORY AUTHORITY

In accordance with the Energy (Solar Photovoltaic Systems) Regulations 2012, I/We hereby give notice of completion of installation of a (1100) kWp solar photovoltaic system at the premises of;

Client Name	Client one
Postal Address	00100 - 7097
Name of Contact Person	Person One
Business/Contact Telephone Number	072000000
Business/Contact Email Address	

The installation works were conducted by;

Contractor License Number

Name of Contractor

Telephone Number

Email Address

Lead Technician License Number

Lead Technician Name

Lead Technician ID Number

Other Technicians Involved

Name

Licence Number

ID Number

The details of the project implemented are as below;

Facility/ Project Name	Project one
Nature of Project	Grid Tied Captive Solar
Project Capacity (kWp)	1100
County	Nairobi
Physical address	Nairobi
GPS Location	-1.2921° S, 36.8220° E
Model of Project Implementation	EPC

The details of the components installed are;

#	Item	Rating	No. Installed	Model No	Manufacturer	Warranty (Yrs)
1	Solar Module	580.00 (Wp)	874	TSM-NEG19RC.20	TRINA	5
2	Inverter	100.00 (kVA)	4	SUN2000-100KTL-M2	Huawei	5

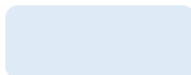
The following tests were performed on the installation. The test values obtained are attached hereto

Test	Pass/Fail
Visual Inspection Tests	Pass
Polarity	Pass
Continuity	Pass
String Open Circuit Voltage (Voc)	Pass
String Short Circuit Current (Isc)	Pass
Insulation Resistance Test	Pass
Earth Loop Impedance Test	Pass
Earth Resistance Test	Pass
Functional Tests	Pass

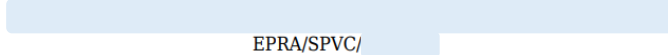
I/We certify that

1. The design and installation of the solar PV system has been installed in compliance with the relevant Kenya Standard and all applicable health, safety and environmental laws as provided in the Energy (Solar Photovoltaic Systems) Regulation 2012
2. The client has been provided with the following documentation relating to the system
 - o A warranty for the installation workmanship.
 - o The “as built” system design and drawings.
 - o Warranties on the solar PV system or components issued by the manufacturer, importer or vendor.
 - o User manuals with respect to the solar PV system.
 - o Safety datasheets for solar PV components/systems.
 - o Instructions for the safe disposal of the solar PV system and system components.
3. The client has been trained on the operation, safe use and maintenance of the solar PV System

signature:



signature:



EPRA/SPVC/



Figure 2.13c: A print out of the Completion Certificate (CC)

- 2.16. Alternatively, upon approval from the Authority, an email in the format shown in fig. 2.14—encompassing both the approved CWN and CC—will be sent to the company’s official email address.

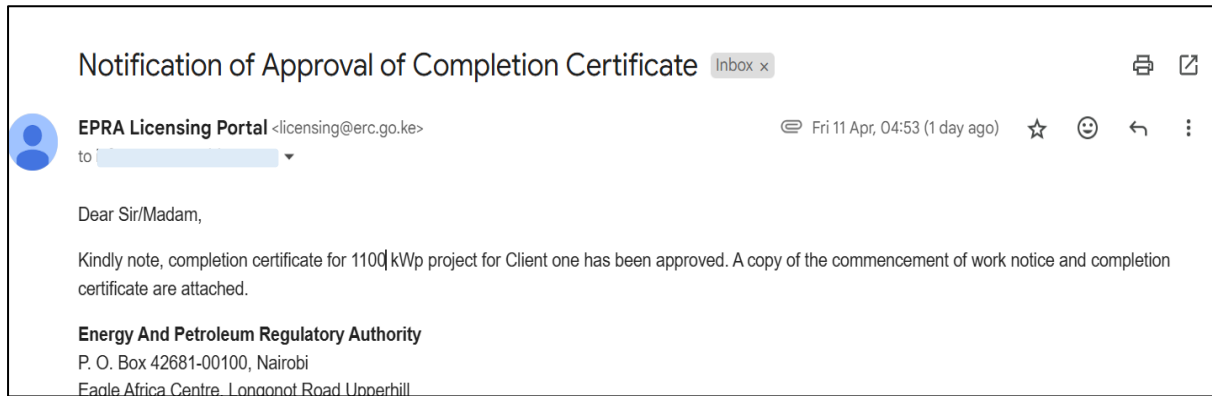


Figure 2.14: Email Notification upon Approval by EPRA