

Solar Panel Maintenance

A solar PV maintenance record with array identification, safe access, visible module and cable condition, inverter information and specialist test references.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is a maintenance evidence record, not electrical design or isolation instructions. PV circuits can remain energised in daylight; switching off an inverter is not proof that every circuit is dead.

Government solar PV fire research identifies risks associated with PV systems, while HSE requires suitable electrical maintenance arrangements. Use competent people, system documentation and a safe method for the actual installation.

2. Equipment and work

Solar PV system asset ID and location *

Manufacturer, model and serial number *

Maintenance procedure and revision *

Technician and competence reference *

Planned work and exclusions *

Safe isolation or permit reference *

3. Array and access

Array locations, module type and system capacity

Inverter identifiers and firmware or alarm references

Roof access, edge protection and access-plan reference *

Areas inaccessible or excluded from inspection

Identify inaccessible areas and tests not performed. Keep a visual observation separate from an electrical or structural conclusion.

4. Condition and performance

Visible module damage and soiling recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Mounting and roof interface observations recorded from safe access * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Visible cables, connectors and labels checked within authorised scope * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Inverter alarms and monitoring data reviewed * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Generation reading, period and comparison basis

Specialist electrical test report references

5. Work and handback

Work performed and parts used

Post-work tests and evidence

Equipment handback * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Condition and work evidence photos (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.