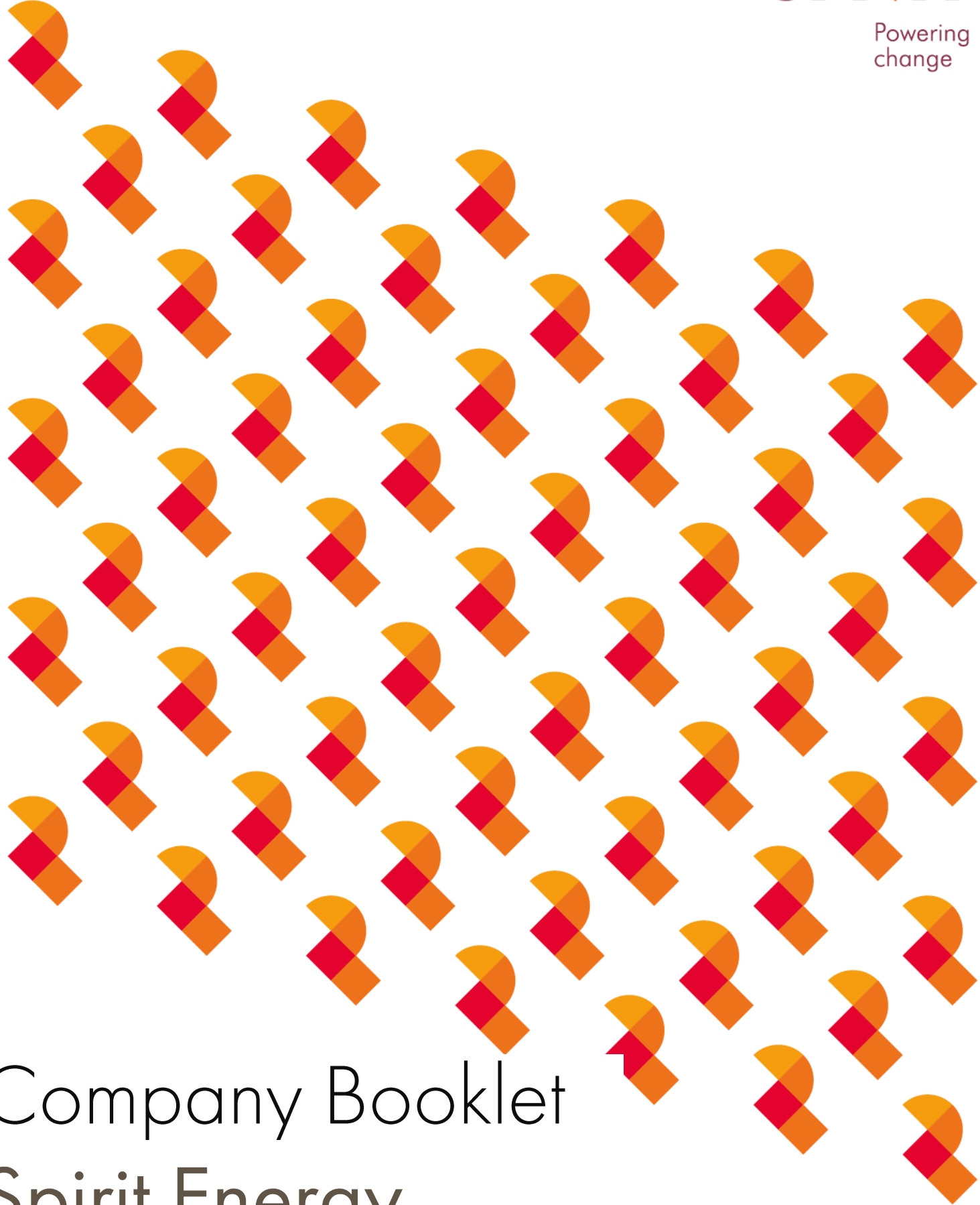


SPIRIT

Powering
change



Company Booklet

Spirit Energy

March 21

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1. Certificate of Public and Employer's Liability Insurance



Macbeth

Macbeth Insurance Brokers
Three Watside Drive,
Arlington Business Park,
Thrale, Reading,
Berkshire RG7 4BH

T / 0118 945 480
E / info@macbeth.co.uk
W / macbeth.co.uk

To whom it may concern

Our Ref: 6114144

25th February 2021

Dear Sirs,

Insured Spirit Solar Ltd t/a Spirit Energy
Policy Commercial Insurance

We are the acting Chartered Insurance Brokers to Spirit Solar Ltd t/a Spirit Energy and confirm they hold the following covers:

Insurer & Policy Number - Employers' Public/Products Liability	Lloyd's B1953194VAA62736
Insurer & Policy Number - Excess Public/Products Liability	Allied World Assurance Company (Europe) DAC B1953884/17114/885
Insurer & Policy Number - Professional Indemnity	Lloyd's B1953194VAA62736 Indemnity £5,000,000
Insurer & Policy Number - Hired in Plant	Zurich Insurance plc 8-105302URCW
Insurer & Policy Number - Contract Works	Zurich Insurance plc 8-105302URCW
Employers' Liability Indemnity Limit	£10,000,000 any one occurrence inclusive of all costs and expenses
Public Liability Indemnity Limit	£10,000,000 Any one occurrence
Products Liability Indemnity Limit	£10,000,000 Any one occurrence and in the aggregate in the Period of Insurance
Hired in Plant	£250,000
Contract Works	£250,000
Expiry Date	30th March 2021

The policies provide cover for legal liability to third parties in respect of death, bodily injury, disease, or damage to property arising out of the activities of the insured. The policies include an Indemnity to Principals Clause.

Yours faithfully,

Dennis J Walsh FCII
Senior Client Manager

18-19 Macbeth Ltd, Registered office: East House, 18-19/20-21 Finsbury Pavement, London, EC2A 4BN
Registered in England & Wales, Reg No: 08499999. Authorised & Regulated by the Financial Conduct Authority



2. RECC Certificate



3. MCS Certificate

NICEIC

This is to certify that:

Spirit Solar Limited
44 Portman Road
READING
Berkshire
RG30 1EA
UNITED KINGDOM

has been assessed in accordance with the requirements of MCS001 and the appropriate MIS standards listed below to undertake the supply, design, installation, set to work, commissioning and handover of Microgeneration Systems.

Scope of Certification
MIS 3002: Solar Photovoltaic Systems

Certification is subject to the business continuing to comply with the relevant scheme and certification requirements, which will be monitored by NICEIC during surveillance visits.

Certificate Number: NIC1220

Certification Date: 12th May 2010


Emma Clancy
Chief Executive Officer
Certsure LLP



NICEIC
Certsure LLP operates the ELECSA and NICEIC brands. A limited liability partnership, number OC379918, registered in England and Wales.
Registered office: Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX


7975

The current registration status of the holder of this certificate may be confirmed by accessing the NICEIC website at www.niceic.com
This certificate is the property of Certsure LLP and must be returned upon request.

C009/1



4. NICEIC Domestic Installer Certificate

NICEIC

This is to certify that:

Spirit Solar Limited

Unit 23, Stadium Way, Tilehurst, Reading, RG30 6BX

Has been assessed as having the technical capability to carry out electrical installation work in accordance with the requirements of BS 7671 and is Enrolled or Registered for the following categories:

Domestic Installer

Enrolment or Registration is subject to the business continuing to comply with the NICEIC requirements, which will be monitored by NICEIC during surveillance visits.

Enrolment Number: 0
Registration Number: D115690

Accredited Certification: 2 June 2010

[Signature]
Chief Operating Officer

NICEIC

NICEIC is a division of Ascertiva Group Ltd. Registered in England No: 02813162
Registered Office: Warwick House, Houghton Hall Park, Houghton Regis, Beds, LU5 5ZX

UKAS
PRODUCT
CERTIFICATION

The above business has been assessed as having the technical capability to carry out electrical work as defined above in accordance with BS 7671 - Requirements for Electrical Installations (IEE Wiring Regulations), except in hazardous areas where there may be a risk of ignition due to the presence of flammable gas or vapour, or ignitable dust or fibre. Such work is subject to separate assessment and certification.

The current enrolment or registration status of the holder of this certificate may be confirmed by accessing the NICEIC website at www.niceic.com



5. Electric Vehicle Charging Equipment Installation Certificate

City & Guilds

Level 3 Award in Domestic, Commercial and Industrial Electric Vehicle Charging Equipment Installation
600/7756/6

is awarded to
JUSTIN PARSONS

who attended
Trade Skills 4U

This holder has a number of formal Unit Credits by which this Award was achieved

Awarded: 13 July 2016 130716/2919-C1/065711/OKT7834/M/12/09/80
5501760601/300


Sir John Armitt, CBE FREng FCGI
Chairman
The City and Guilds of London Institute


Chris Jones
Director-General
The City and Guilds of London Institute

Ofqual
Regulated by
For more information see <http://reginfo.ofqual.gov.uk>

Corff dyfarnu cydnabyddedig
AD CYMRISTERAU CYMRU
QUALIFICATIONS WALES
Recognised awarding body

CEA
Regulation




The City and Guilds of London Institute founded 1878 and incorporated by Royal Charter 1900.



6. CHAS Contractors Health & Safety Assessment Scheme



7. Constructionline Certificate



8. Directors Role for Health and Safety Certificates



Site Safety Plus

To certify that

Erica Charles

has successfully completed the following course

Directors Role for Health & Safety

For the Construction and Civil Engineering Industries

Course completion date: 23-03-2017

Certificate expiry date: 31-03-2022

A handwritten signature in black ink, appearing to read 'C. D. Rhymmer'.

Carl Rhymmer
Delivery and Customer Engagement Director

Issued Date: 10-04-2017

394605

Registration No: 5980614



citb

Site Safety Plus

To certify that

Vishal Giga

has successfully completed the following course

Directors Role for Health & Safety

For the Construction and Civil Engineering Industries

Course completion date: 25-05-2017

Certificate expiry date: 31-05-2022



Carl Rhymor
Delivery and Customer Engagement Director

Issued Date: 07-06-2017

426632

Registration No: 4822768



9. Principal Officers

9.1 Directors

The directors of the company are Erica Charles, Ian Charles and Vishal Giga.

9.2 Principal Duty Holder and Qualified Supervisors for MCS

For the purposes of the Microgeneration Certification Scheme:

- Erica Charles is the Principal Duty Holder
- Justin Parsons is the Quality Supervisor for Solar PV.
- Justin Parsons is also the Quality Supervisor for the NICEIC Domestic Installer Scheme.

9.3 Health and Safety Officers

- Erica Charles has overall responsibility for Health & Safety
- Day to day on site safety is the responsibility of Justin Parsons.

9.4 Accounts

- Harminder Ari is the contact for all accounts enquiries.



10. Quality management System

Spirit Energy has a Quality Management System designed to meet the standard of the Microgeneration Certification Scheme. The system is audited once or twice a year by assessors employed by NICEIC.

10.1 Summary of Training Requirements

All on-site installers, and those responsible for technical sign off of installations, must meet standards as follows. A training log is maintained for all staff for sign off of system design and on site operatives. This log is inspected at least once a year by external MCS auditors.

10.1.1 Supervisor Training (minimum)

Electrical qualifications

- City & Guilds 2330 level 3 - Certificate in Electrotechnical Technology (17th Edition)
- City & Guilds 2391 - Certificate of Testing, Inspection and Verification of Electrical Installation

Solar PV Qualification

- NICEIC Solar Photovoltaic (PV) or City & Guilds / BPEC / Logic equivalent

Health & Safety

- NICEIC Health & Safety Course
- Working at Height Regulations 2005;
- Manual Handling Operations 1992;
- Control of Substances Hazardous to Health Regulations 2002
- Emergency First Aid at Work
- Asbestos Awareness
- Manual Handling

Task specific training

- MEWP (Mobile Elevating Work Platforms) IPAF Operator Training Certificate
- Taskmasters Working at Height using Harnesses
- Taskmasters Harness Rescue training

Other (Working in Schools)

- CRB checked

10.1.2 On-site Electrician (Minimum)

Electrical qualifications

- Domestic Installer 18th Edition (Single Phase domestic installs)
- Non-domestic and 3 phase domestic installations:



- City & Guilds 2330 level 3 Certificate in Electrotechnical Technology (17th Edition)
- City & Guilds 2391 Certificate of Testing, Inspection and Verification of Electrical Installations

Solar PV qualification

- NICEIC Solar Photovoltaic (PV) or City & Guilds / BPEC / Logic equivalent

Health & Safety

- NICEIC Health & Safety Course
- Working at Height Regulations 2005;
- Manual Handling Operations 1992;
- Control of Substances Hazardous to Health Regulations 2002
- Emergency First Aid at Work
- Asbestos Awareness
- Manual Handling

Other (Working in Schools)

- CRB checked

10.1.3 On site Roofer (Minimum)

Roof work

- Solar PV Roofers course (optional) / on the job training

Health & Safety

- Health and Safety Awareness
- Emergency First Aid at Work
- Asbestos Awareness
- Manual Handling
- Working at Height
- Harness Awareness

Other (Working in Schools)

- CRB check



11. Health and Safety Policy

Our Health and Safety Policy can be downloaded by clicking [here](#).

a) Asbestos Policy

i) Statement

Spirit Energy recognises and takes very seriously its responsibility to protect employees from exposure to asbestos.

The following measures have been implemented to protect employees from exposure:

- Fulfilment of legal responsibility to manage asbestos in the work place. Surveys are commissioned in respect of the company office and all warehouses. An ongoing asbestos management plan is in place where appropriate.
- All on site workers must receive Asbestos Awareness training before going on site. Sales people or other workers who may come into contact with asbestos also receive Asbestos Awareness training.
- All workers will be made aware of company procedures in the event that they find, or suspect that they have found, asbestos containing materials on site or in the workplace.
- No work may be undertaken on commercial premises without sight of a suitable Type 2 or Type 3 Asbestos Survey. If there is any doubt as to whether asbestos materials are present, samples must be taken.
- No work may be undertaken on domestic premises without a site assessment by an individual who has been trained in Asbestos Awareness. If work will involve drilling through internal walls or floors or if there is any doubt whether asbestos materials are present, samples must be taken.
- The person undertaking the site assessment must protect themselves by following all safety procedures e.g. loft entry procedures.
- Emergency protective clothing and masks, together with a file on emergency procedures will be carried by all on site workers.

Erica Charles, Justin Parsons and Vishal Giga are responsible for the implementation of these procedures.

Signed: 

(Employer)



12. Environmental Policy Statement

Spirit Energy acknowledges that our activities may have an adverse impact on the environment and that we can take steps to minimise those impacts. We will strive to make a positive contribution to protect and enhance the local and global environment through implementing the following measures:

12.1 WASTE

Reduce

- Non-essential documents and emails will not be printed
- We will endeavour to avoid disposable cups and food packaging
- We will ensure all printing and photocopying is double-sided
- We will use phone, e-mail or face-to-face discussion for communication whenever possible to reduce paper use.

Reuse

- Wherever possible we will reuse off cuts from panel racking, cables, etc.
- We will sell or donate goods to the extent possible (e.g. furniture, computers, mobile phones and other electrical goods).
- Scrap paper used on one side only will be used for printing internal or draft documents and for making note pads, etc.
- Envelopes, stationery and packaging will be reused where possible
- Items will be repaired rather than replaced whenever possible

Recycle

- Paper, cardboard, cans, plastic, glass, textiles, ink & toner cartridges, batteries and electrical equipment will be recycled whenever possible
- Where possible packaging will be donated to Meika Ltd for use in parcel packing.

12.2 PURCHASING

- We will purchase fairly-traded goods where available
- We will strive to increase the proportion of goods and services purchased which are less harmful to the environment, within financial limitations. Purchasing decisions will be based on the choice of materials or products that have the lowest environmental impact in production, transportation, use and disposal.
- We will influence our indirect environmental impacts by 'greening' our supply chain, e.g. encouraging the supply chain to take up initiatives such as adopting environmental policies and providing environmentally friendly products.



12.3 TRAVEL

- We will promote cycling to work
- We will promote the use of public transport where available
- Car sharing will be encouraged where possible
- We will strive to utilise vehicles with high fuel efficiency figures, low CO emissions and investigate the use of more environmentally friendly alternative fuels
- We will reduce the number of visits and surveys to clients to the extent possible, producing quotes with reference to plans and online maps where available

12.4 ENERGY

- We will seek to minimise the use of energy in all our activities
- Standards electric light bulbs will be replaced with those that are more energy efficient
- Lights and equipment will be switched on only when in use and not left on 'standby'
- Heating will be kept to a minimum and the thermostat will be regularly checked to ensure it is not set too high
- New electrical goods purchased will be 'A' rated where available
- Any construction projects should conform to the highest sustainable design and construction standards possible within the available budget and will utilise reclaimed materials where possible
- We will use renewable energy to the extent possible

12.5 WATER

- We will conserve water where possible

12.6 HAZARDOUS MATERIALS AND CHEMICALS

- We will take all possible measures to not expose the environment to chemicals that can harm people or nature

The successful implementation of this policy depends on the awareness and commitment of all staff. Hence, all new staff will be made aware of its existence and on joining the organisation, and reminded they must conform with it on regular basis. The success of the policy will be evaluated on an annual basis.



Signed:

A handwritten signature in dark ink, appearing to read 'E. Charles'.

Erica Charles
Director



13. Equal Opportunities Policy Statement

a) Statement of Policy

Spirit Solar Ltd ("the Company") is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any person associated with the Company.

In adopting these principles Spirit Solar Ltd (t/a Spirit Energy):

- Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously. They will be fully investigated and this may be subject to disciplinary action where appropriate
- Fully recognises its legal obligations under all relevant legislation and codes of practice.
- Will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy.
- Will ensure all managers understand and maintain their responsibilities for the employees in their team under this policy.
- Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
- Will provide equal opportunity to all who apply for vacancies through open competition.
- Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
- Will provide all employees with the training and development that they need to carry out their job effectively.
- Will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment.
- We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.
- Will distribute and publicise this policy statement throughout the Company.

Signed:



Erica Charles

