



DIRECTORATE OF ELECTRICITY AND RENEWABLE ENERGY

USER MANUAL

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

Table of Contents

A. Submission as a Solar PV Worker	3
1. How to Generate a Commencement of Work Notice:	3
2. How to Generate a Completion Certificate:	9
B. Submission as a Solar PV Contractor	19
1. How to Generate a Commencement of Work Notice:	19
2. How to Generate a Completion Certificate:	26



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.

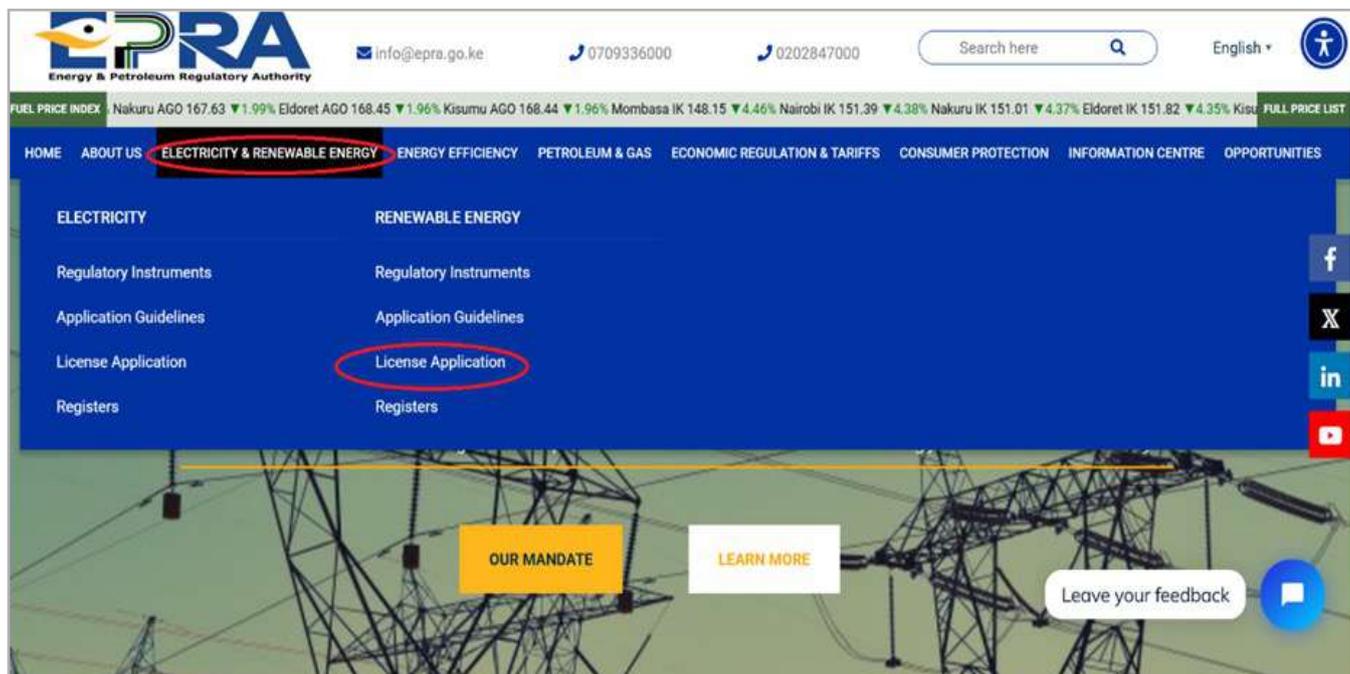


Figure 1.1: License Application Tab

1.4. Click “Apply Now”

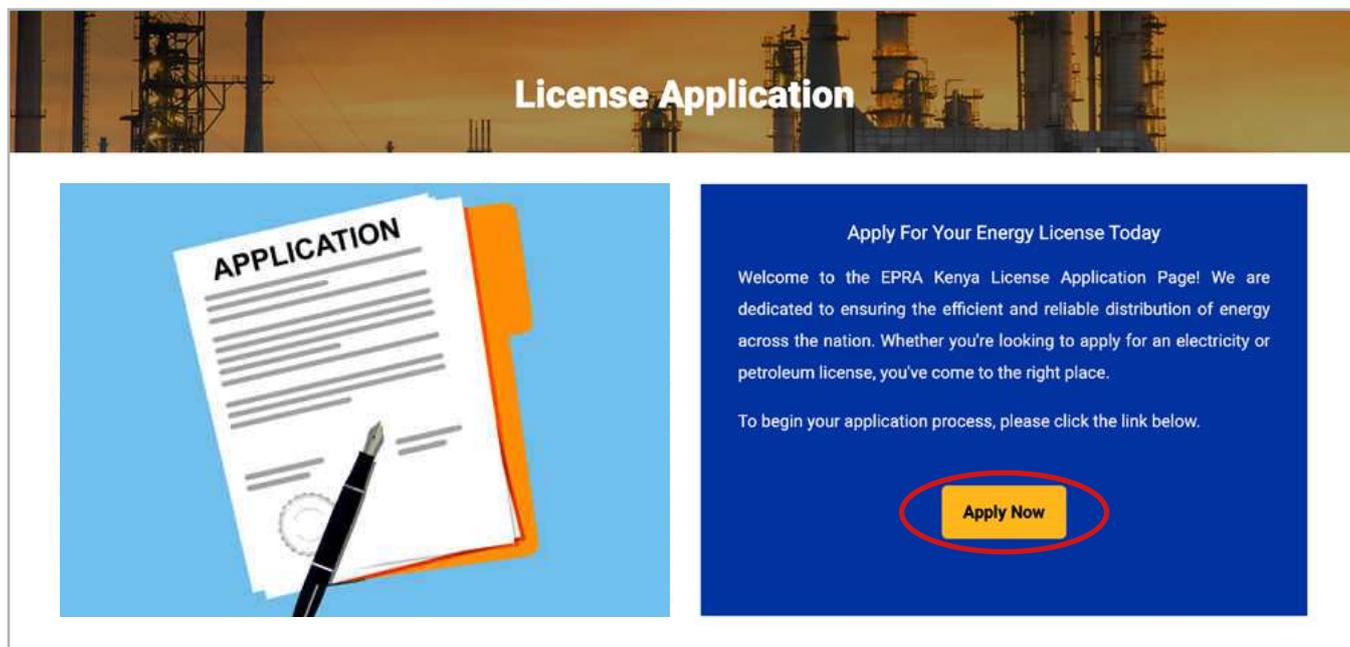


Figure 1.2: License Application Link

- 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.

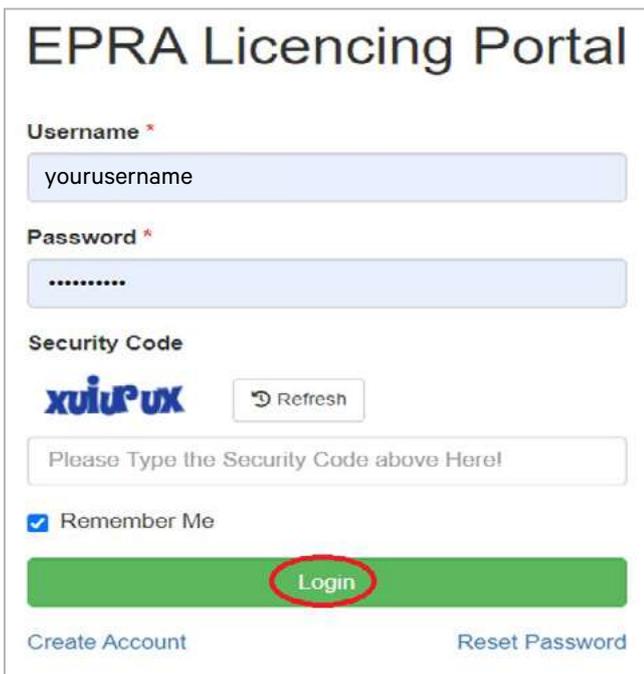


Figure 1.3: Account Login

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

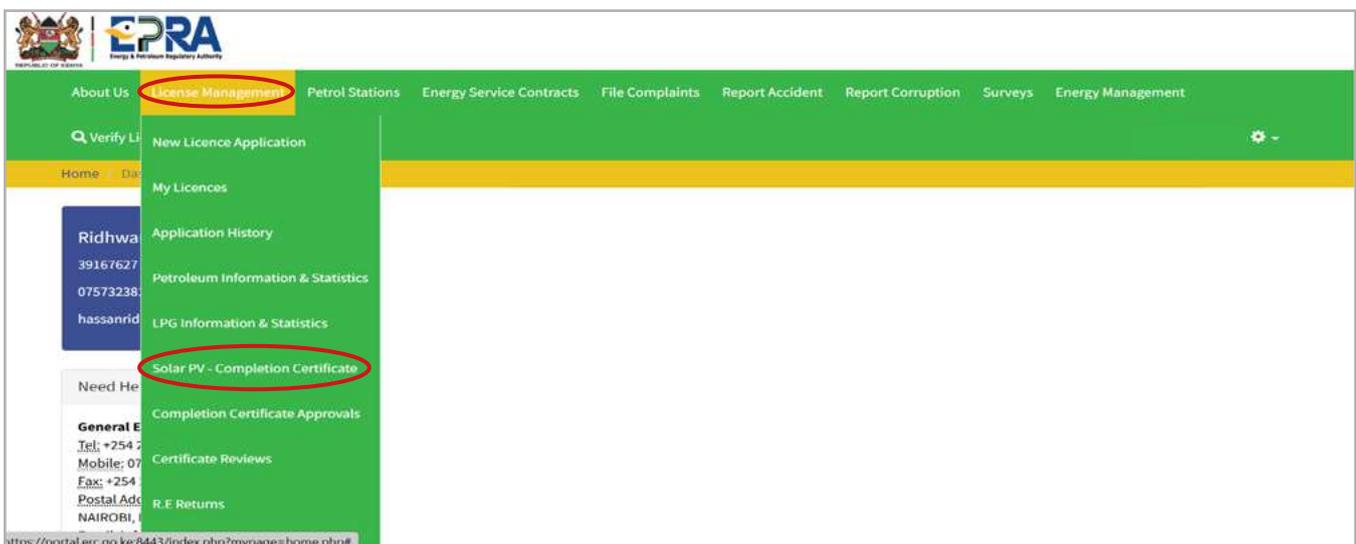


Figure 1.4: License Management and Solar PV- Completion Certificate Tab

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.

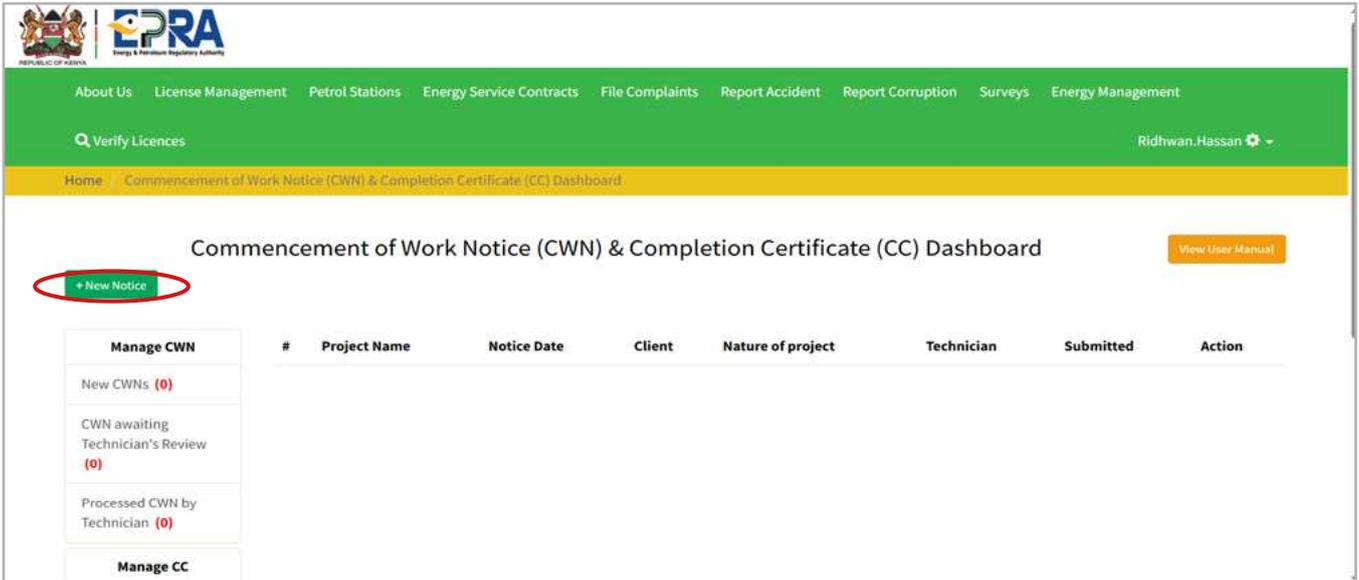


Figure 1.5: Notification of the new project

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

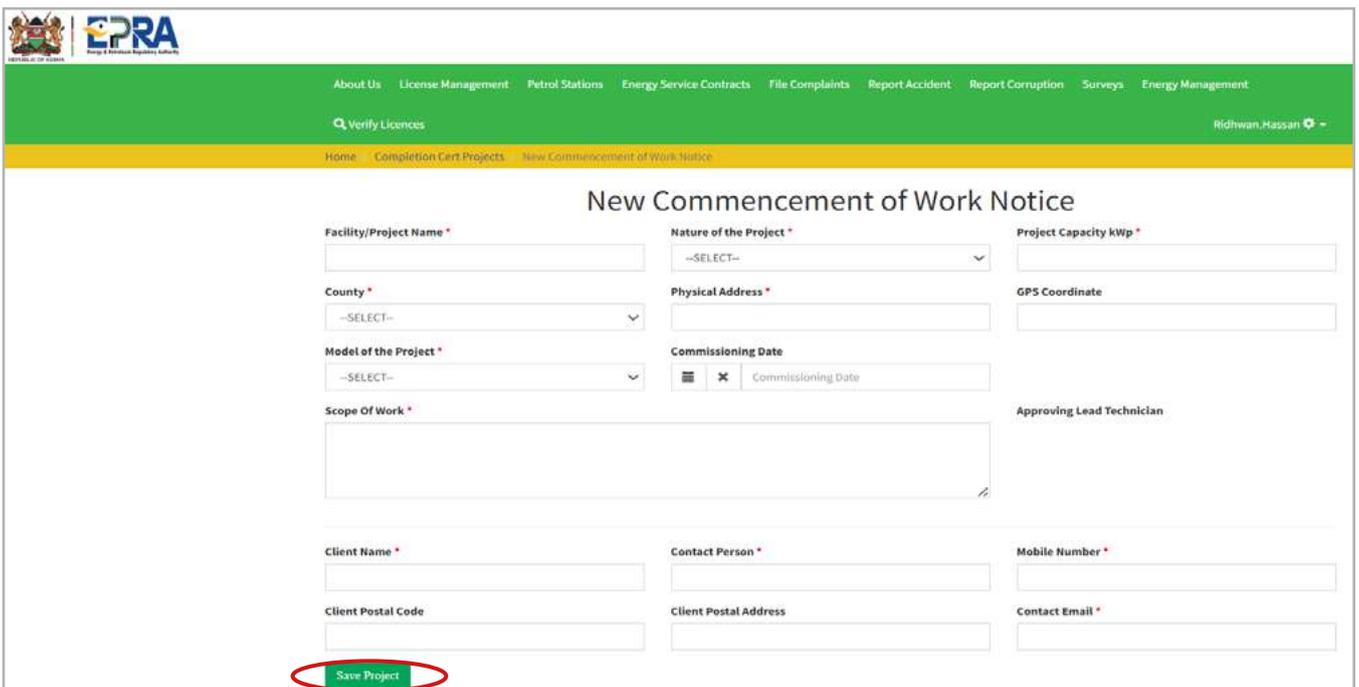


Figure 1.6: Filling in details of the new project

- 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

Prepared By

Facility/Project Name

Project Nature

Project Capacity kWp

County Name

Physical Address

GPS Coordinate

Commissioning Date

Project Model

Client Name

Client Postal Address

Client Postal Code

Contact Person

Contact Email

Mobile Number

Submitted

Date Submitted

CWN Ref No.

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.

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”**.

The screenshot shows the 'Process CWN for: EPRA' page. At the top, there is a navigation bar with links like 'About Us', 'License Management', etc. Below that, a search bar and user profile 'Ridhwan.Hassan' are visible. The main content area has a title 'Process CWN for: EPRA' and a 'Print CWN' button. A 'View Project Details' section contains a table with project information and a 'Delete Project' button. Below the table, there are instructions for submission, and a 'Submit Project' button is circled in red.

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

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.

The screenshot shows the 'Commencement of Work Notice (CWN) & Completion Certificate (CC) Dashboard'. On the left, there is a sidebar with navigation options: 'New Notice', 'Manage CWN', 'Manage CC', and 'View User Manual'. The 'Manage CWN' section is expanded, showing 'New CWNs (0)', 'CWN awaiting Technician's Review (0)', 'Processed CWN by Technician (3)', 'CC awaiting Technician's Review (0)', 'Processed CC by Technician (2)', 'CC awaiting EPRA Approval (2)', and 'Processed CC by EPRA (1)'. The 'Processed CWN by Technician (3)' option is circled in red. The main content area displays a table of projects with columns for '#', 'Project Name', 'Notice Date', 'Client', 'Nature of project', 'Technician', 'Submitted', and 'Action'. Each row has 'CWN' and 'CC' buttons in the 'Action' column.

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

Home | CWN | Process CWN for: EPRA

Process CWN for: EPRA

[Print CWN](#)

[Home](#)

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	FPC	Status	Completion Certificate Approved by Solar PV Worker
Scope Of Work	hkuli		

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.

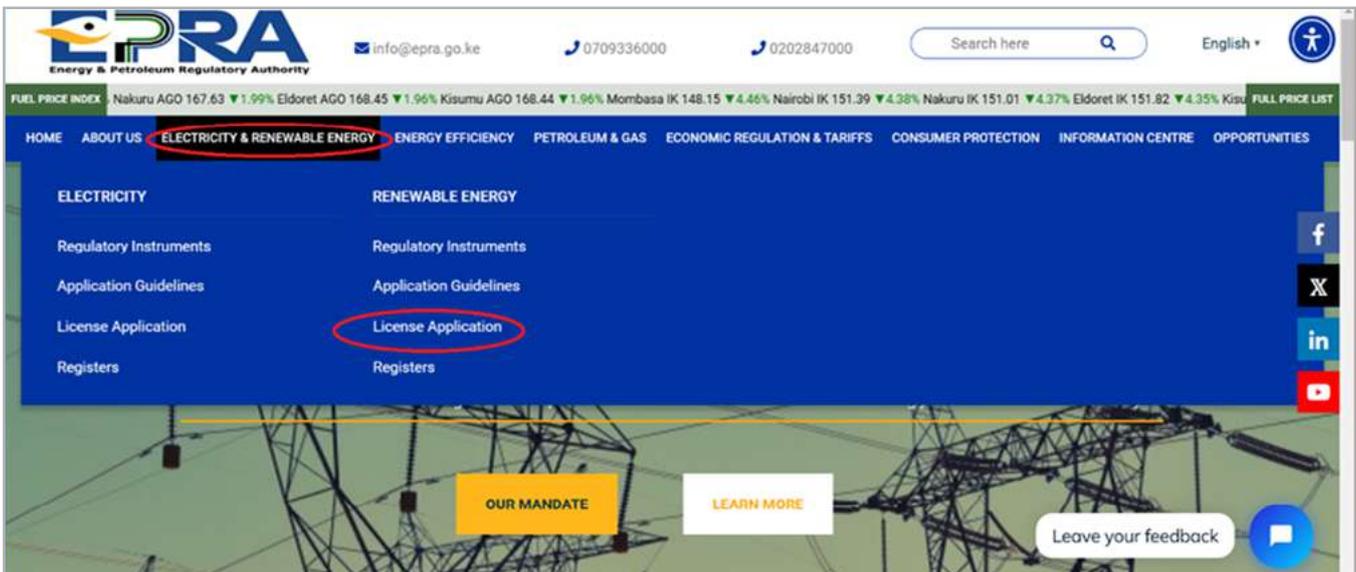


Figure 2.1: License Application Tab

- 2.4. Click on the “Apply Now” link

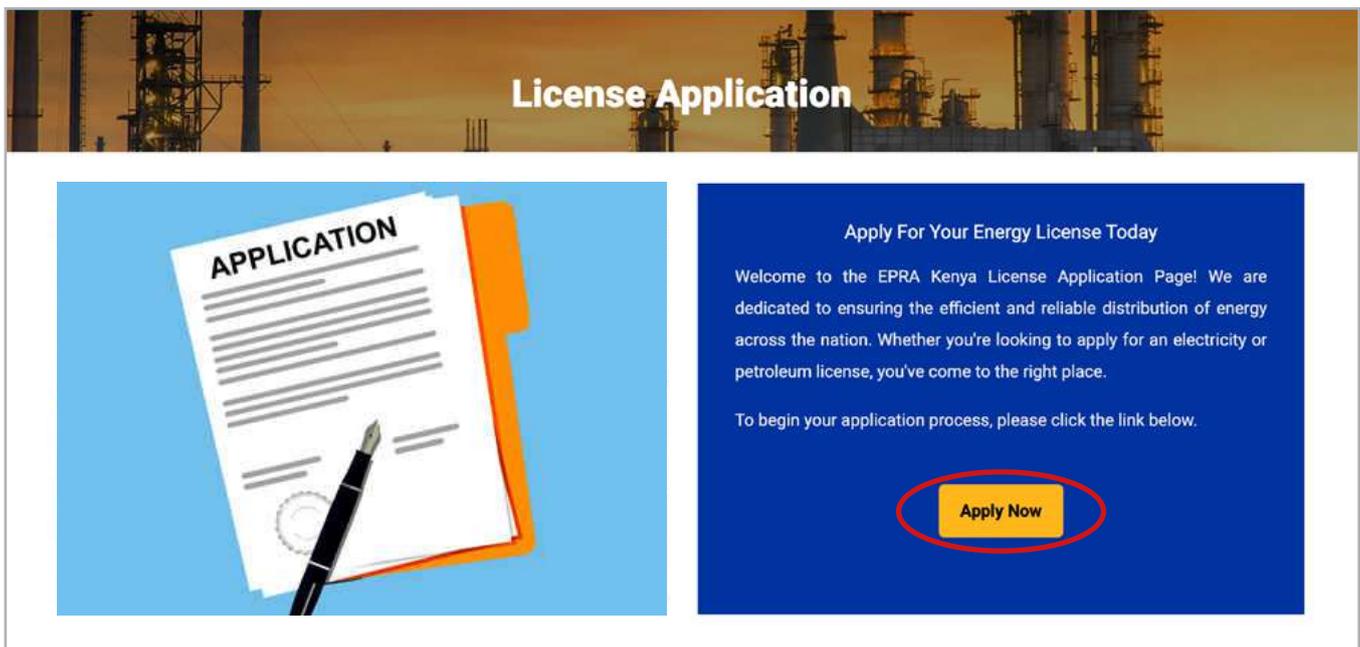


Figure 2.2: License Application Link

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.



Figure 2.3: Account Login

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

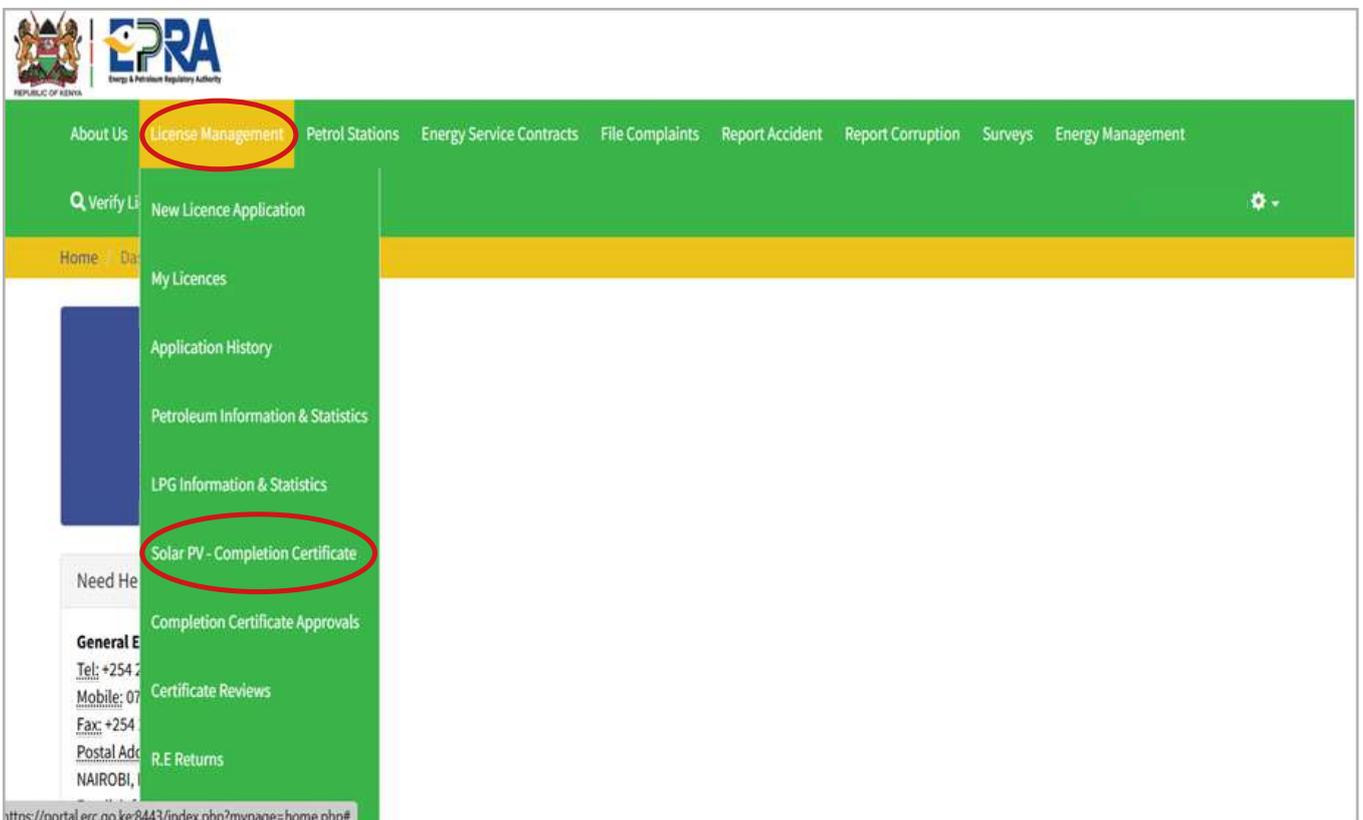


Figure 2.4: License Management and Solar PV- Completion Certificate Tab

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”**.

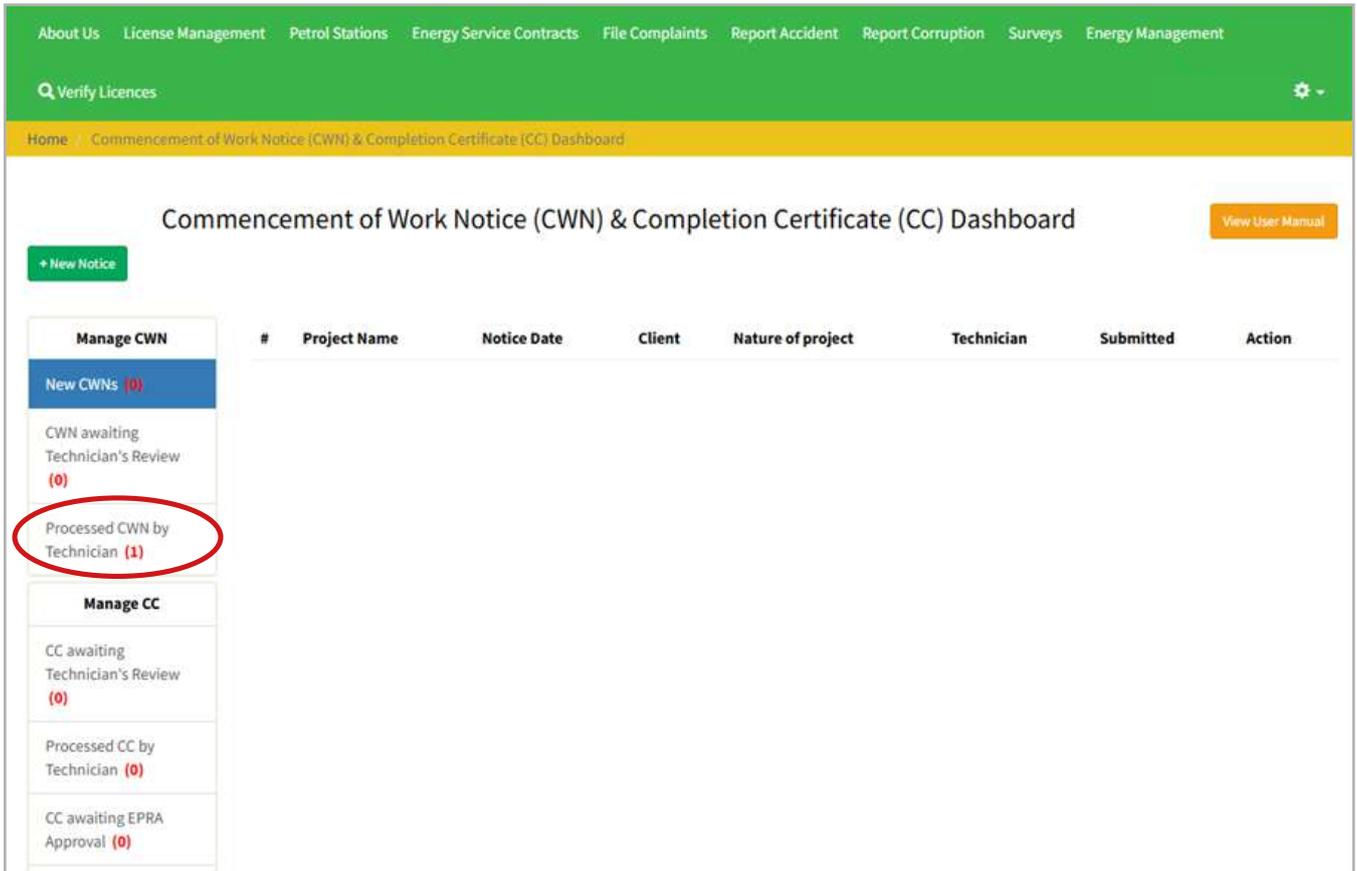


Figure 2.5: Obtaining the specific project

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

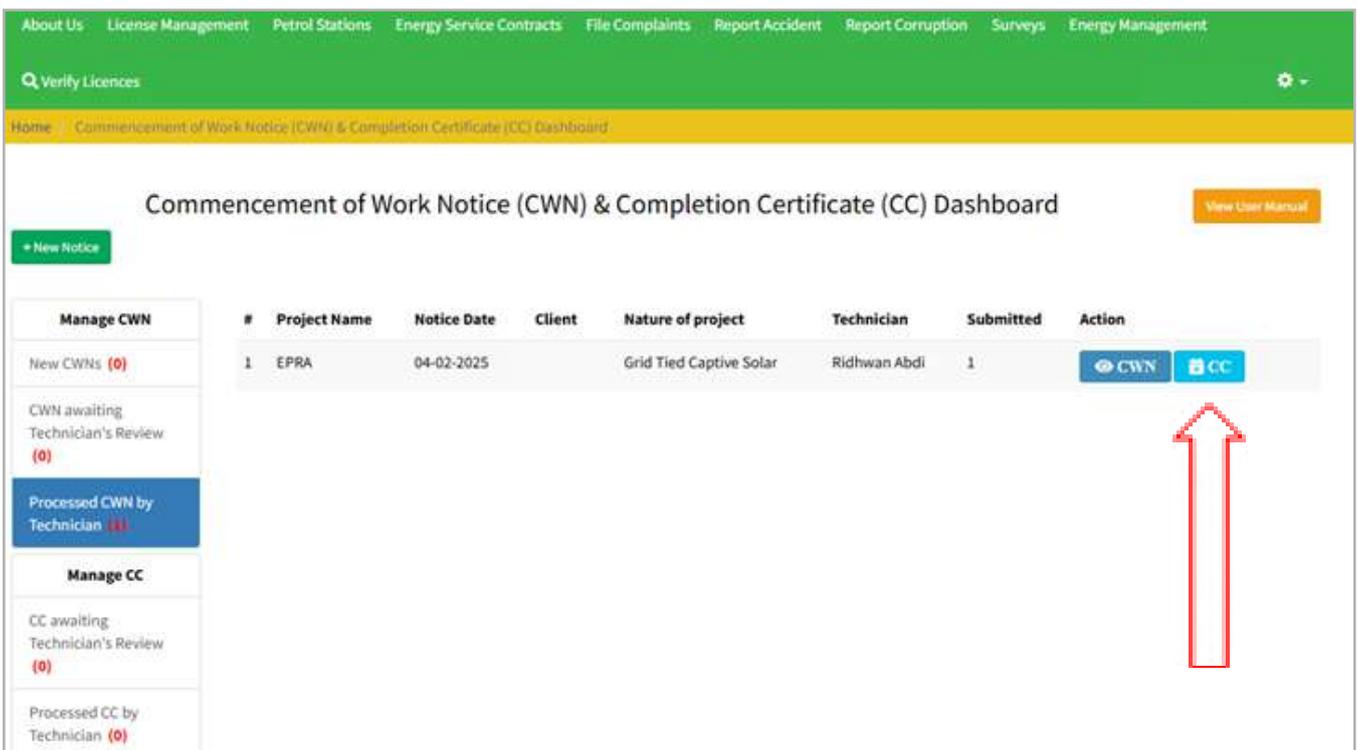


Figure 2.6: Completion Certificate (CC) Tab

2.9. Click on **Add Component**.

Home | Prepare Completion Certificate

Prepare Completion Certificate

Print Certificate

Facility/Project Name: EPRA Client Name: sdsdsad
Notice Prepared By: Ridhwan Abdi CWN Ref No.: EPRA/SPW/CWN/00047
Project Nature: Grid Tied Captive Solar Project Capacity: 1100

Add Component Details

Installed Components

#	Item	Rating	Number Installed	Model No	Manufacturer	Warranty (Yrs)
---	------	--------	------------------	----------	--------------	----------------

+ Add Component

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 2.7: 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.

Add Details

Component ID *
--SELECT--
Solar Module
Inverter
Battery
Charge Controller

Rating *
Manufacturer *
Number Installed *
Warranty(Yrs) *

Close

Figure 2.8a: Selection of component

Add Details

Component ID *
Solar Module

Rating *
580

Number Installed *
874

Model No *
TSM-NEG19RC.20

Manufacturer *
TRINA

Warranty(Yrs) *
3

Submit

Close

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 shows the 'Prepare Completion Certificate' page. At the top, there is a navigation bar with links like 'About Us', 'License Management', etc. Below that, a search bar and a settings icon are visible. The main content area has a header 'Prepare Completion Certificate' and a 'Print Certificate' button. A table displays project details: Facility/Project Name (EPRA), Client Name (sdsdsad), Notice Prepared By (Ridhwan Abdi), CWN Ref No. (EPRA/SPV/CWN/00047), Project Nature (Grid Tied Captive Solar), and Project Capacity (1100). Below this is the 'Add Component Details' section with a table of installed components. At the bottom, the 'Enter Test Results' tab is circled in red. A note at the bottom states: '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**.

The screenshot shows the 'Enter Test Results' section of the 'Prepare Completion Certificate' page. It features a table with columns for '#', 'Test', and 'Result'. The first test is 'Visual Inspection Tests' with a dropdown menu showing '- SELECT -'. The second test is 'Polarity' with a dropdown menu showing '- SELECT -'. The third test is 'Continuity' with a dropdown menu showing 'PASS' and 'FAIL'. The fourth test is 'String Open Circuit Voltage (Voc)' with a dropdown menu showing '- SELECT -'. The fifth test is 'String Short Circuit Current (Isc)' with a dropdown menu showing '- SELECT -'. The sixth test is 'Insulation Resistance Test' with a dropdown menu showing '- SELECT -'. The seventh test is 'Earth Loop Impedance Test' with a dropdown menu showing '- SELECT -'. The eighth test is 'Earth Resistance Test' with a dropdown menu showing '- SELECT -'. The ninth test is 'Functional Tests' with a dropdown menu showing '- SELECT -'. The tenth test is 'Test Report' with a 'Choose File' button and 'No file chosen' text. The eleventh test is 'Design Drawings' with a 'Choose File' button and 'No file chosen' text. A 'Save Results' button is circled in red at the bottom right.

Figure 2.10: Uploading the test Results

2.13. Click on “Submit details”,

Home | Prepare Completion Certificate

Prepare Completion Certificate

Print Certificate

Facility/Project Name	EPRA	Client Name	sdsdsad
Notice Prepared By	Ridhwan Abdi	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

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

Manage CWN	#	Project Name	Notice Date	Client	Nature of project	Technician	Submitted	Action
New CWNs (0)	1	EPRA	01-04-2025		Grid Tied Captive Solar		1	<a>CWN <a>CC
CWN awaiting Technician's Review (0)	2	Project one	01-04-2025	Client one	Grid Tied Captive Solar		1	<a>CWN <a>CC

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

[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 (0)

Processed CC by EPRA (1)

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

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 Ridhwan Abdi
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.

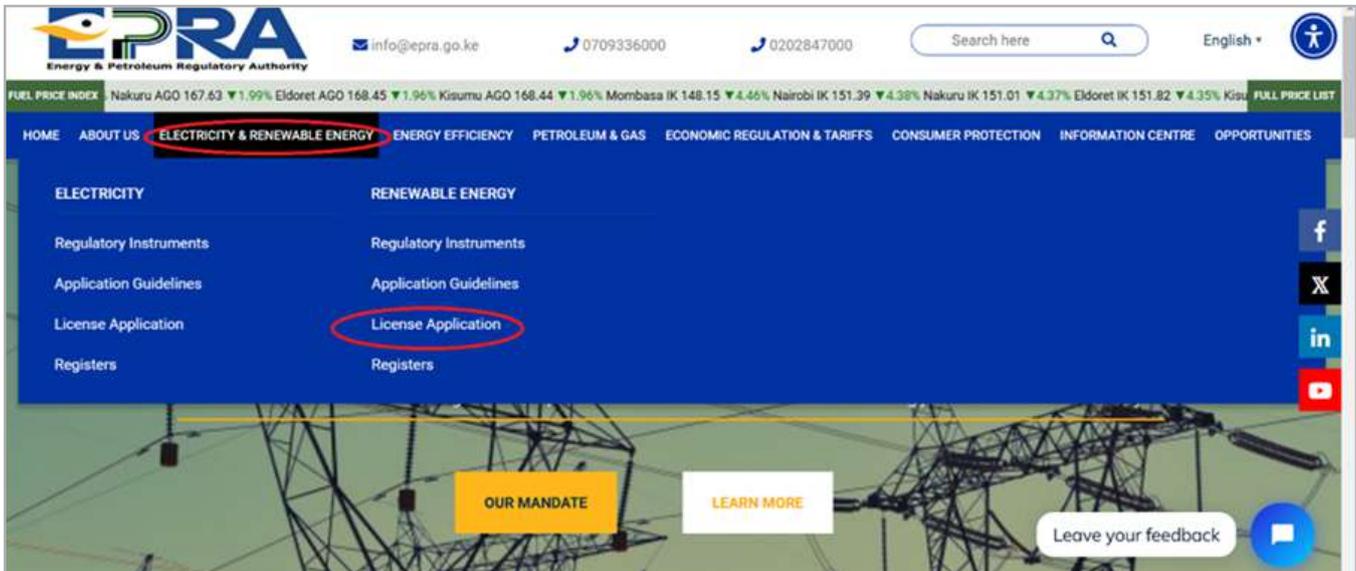


Figure 1.1: License Application Tab

- 1.4. Click on the “Apply Now” link

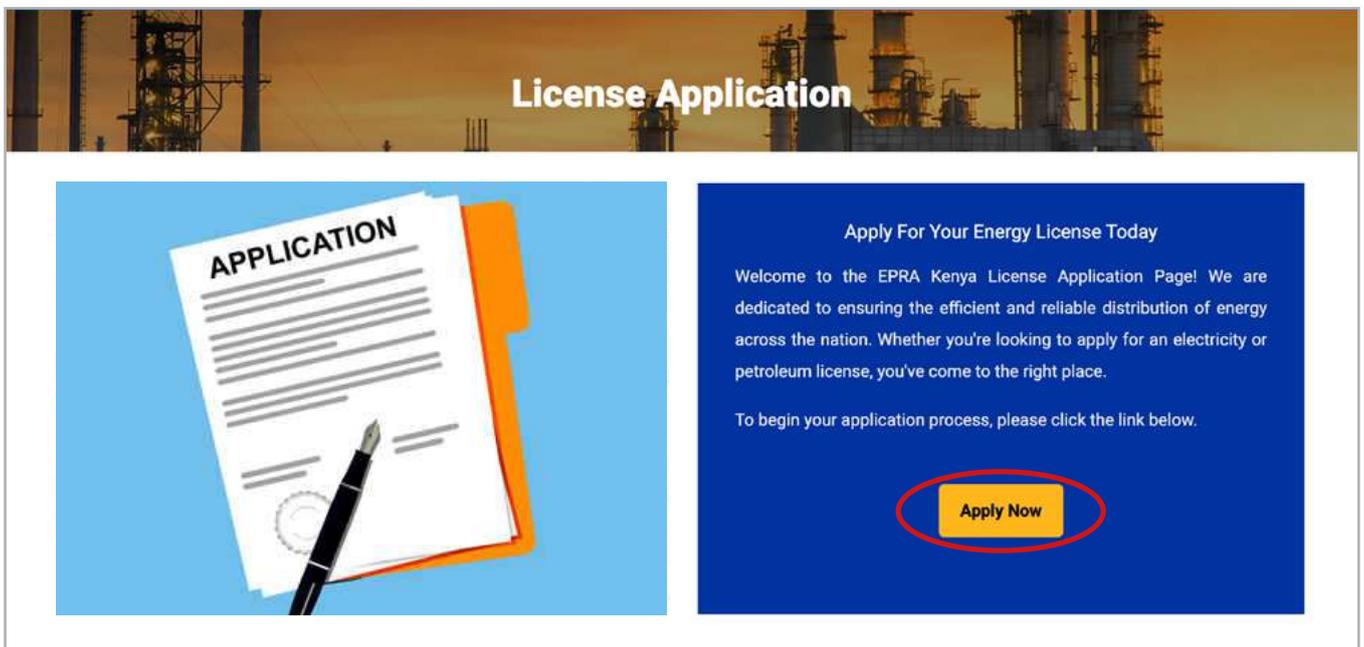
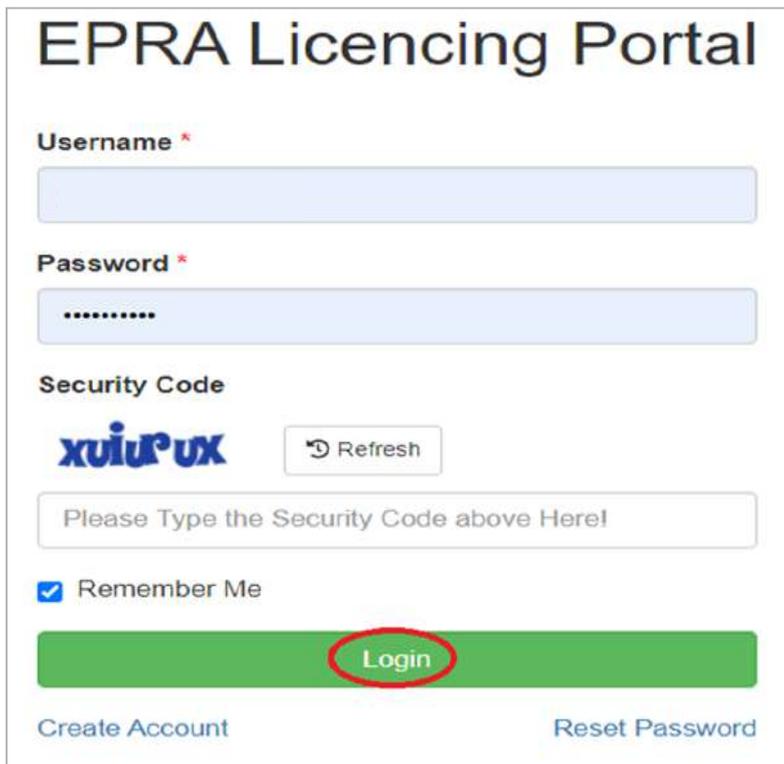


Figure 1.2: License Application Link

- 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 page for the EPRA Licencing Portal. It features a header with the title "EPRA Licencing Portal". 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 which is checked. At the bottom of the form is a large green "Login" button, which is circled in red. There are also links for "Create Account" and "Reset Password" at the bottom of the page.

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

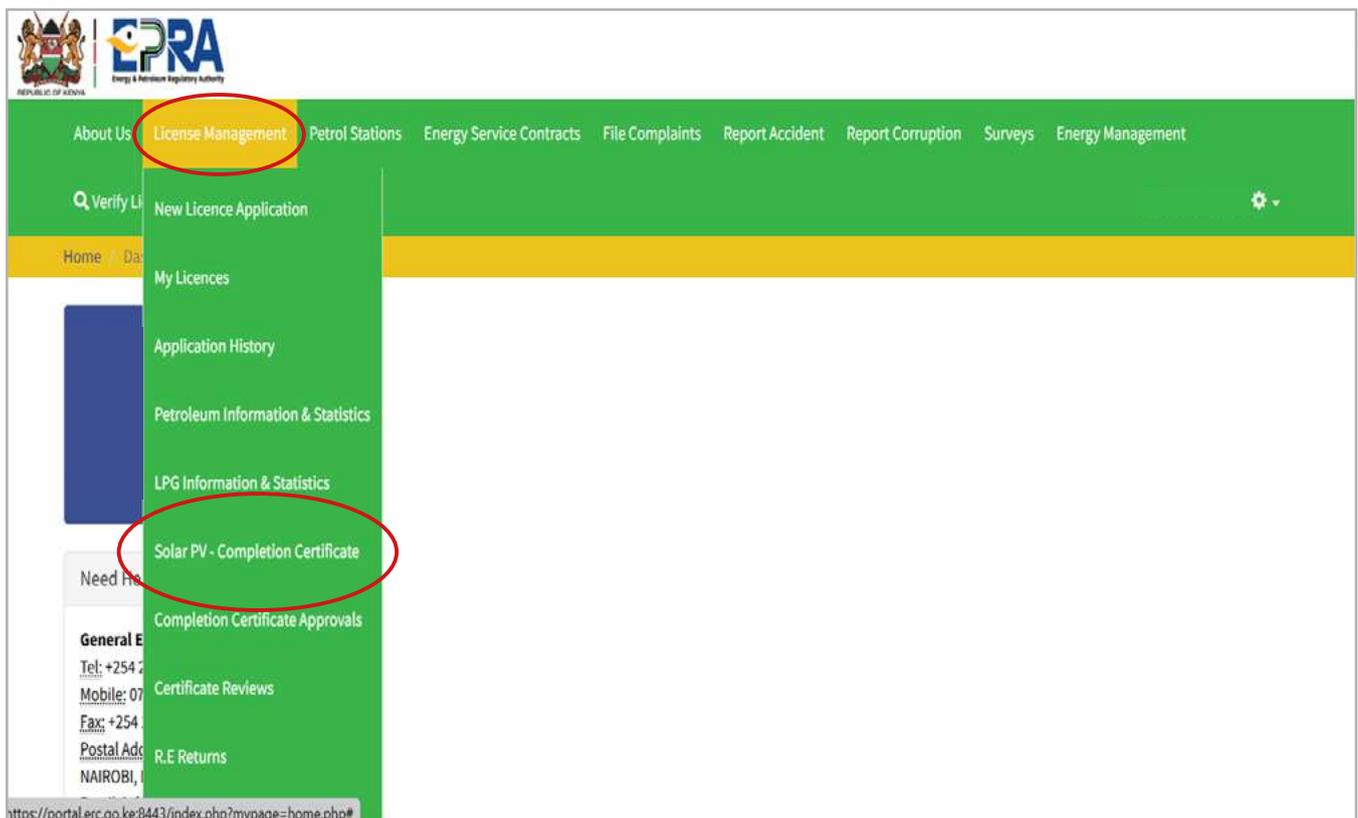


Figure 1.4: License Management and Solar PV- Completion Certificate Tab

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.

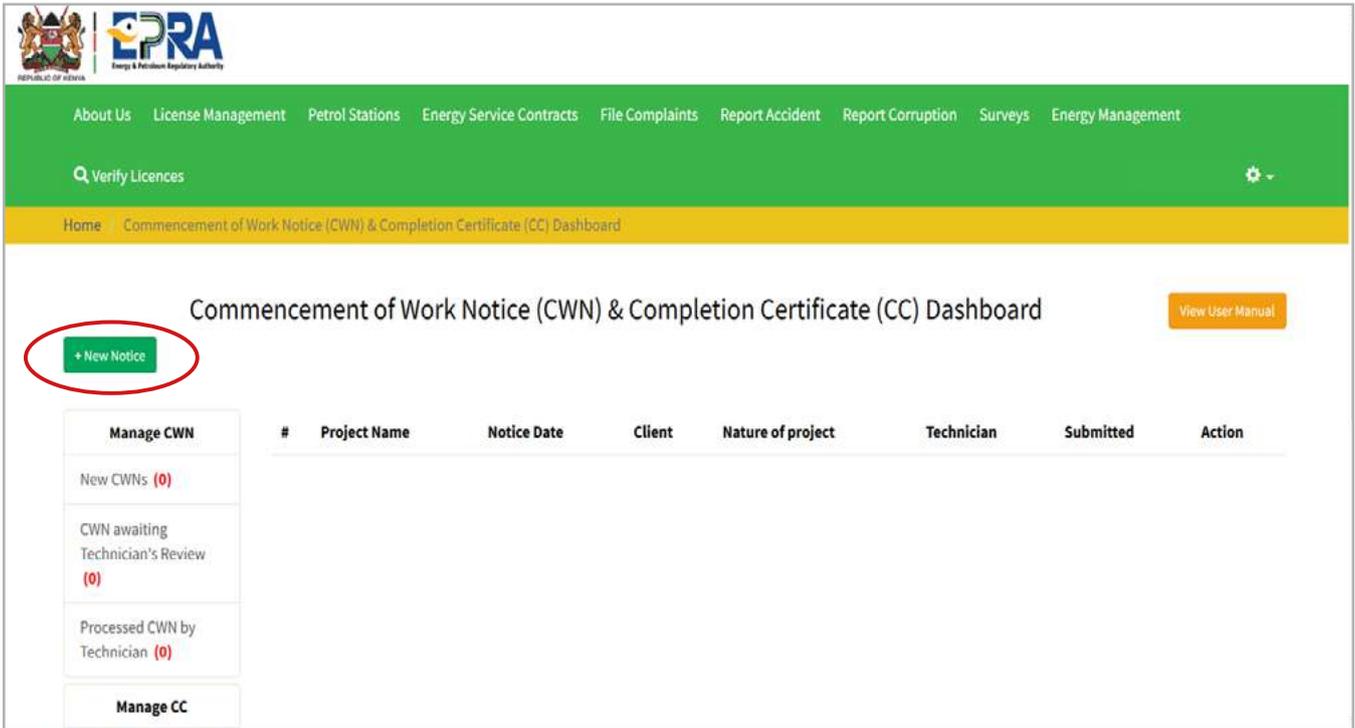


Figure 1.5: Notification of the new project

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

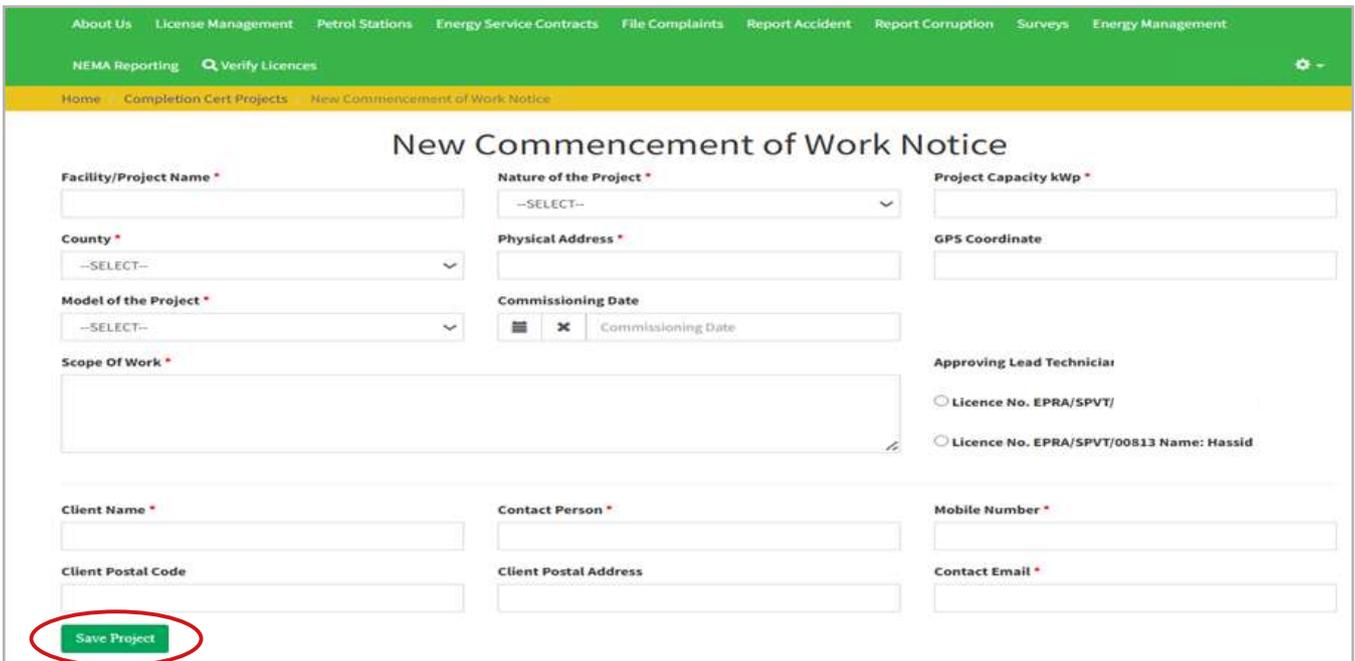


Figure 1.6: Filling in details of the new project

- 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
Prepared By
Facility/Project Name
Project Nature
Project Capacity kWp
County Name
Physical Address
GPS Coordinate
Commissioning Date
Project Model

Client Name
Client Postal Address
Client Postal Code
Contact Person
Contact Email
Mobile Number
Submitted
Date Submitted
CWN Ref No.
Status

Scope Of Work tdesign installation

Add Team Members

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

Submit Project

- Confirm that all team members have been included.

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
Job #1 Dux	Technician		Delete

- You will only be able to print and generate completion certificate & Commencement of work Notice after submitting.
- The selected technician will need to validate the project details first.
- 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 shows a web interface for processing a Commencement of Work Notice (CWN) for 'Project one'. The page has a green header with navigation links like 'About Us', 'License Management', 'Petrol Stations', etc. Below the header, there's a breadcrumb trail: 'Home > CWN > Process CWN for: Project one'. The main content area is titled 'Process CWN for: Project one' and contains a 'View Project Details' section. This section has an 'Update Project Details' button and a 'Delete Project' button. The details are organized into two columns of key-value pairs. The first column includes fields like 'CWN/Project ID', 'Prepared By', 'Facility/Project Name', 'Project Nature', 'Project Capacity kWp', 'County Name', 'Physical Address', 'GPS Coordinate', 'Commissioning Date', and 'Project Model'. The second column includes 'Client Name', 'Client Postal Address', 'Client Postal Code', 'Contact Person', 'Contact Email', 'Mobile Number', 'Submitted', 'Date Submitted', 'CWN Ref No.', and 'Status'. Below the details is a 'Scope Of Work' field with the value 'Design and Construction'. At the bottom of the details section, there's an 'Add Team Members' section with three numbered instructions. At the very bottom, a green 'Submit Project' button is circled in red.

Field	Value
CWN/Project ID	77
Prepared By	LASER INFRASTRUCTURE AND TECHNOLOGY SOLUTIONS LIMITED
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	hassanridhwan393@gmail.com
Mobile Number	072000000
Submitted	No
Date Submitted	(not set)
CWN Ref No.	(not set)
Status	(not set)

Scope Of Work: Design and Construction

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. 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.

The screenshot shows an email notification from the EPRA Licensing Portal. The email header includes the sender 'EPRA Licensing Portal <licensing@erc.go.ke>', the date 'Wed, Apr 2, 2025 at 12:23 PM', and the subject 'Notification of Generation of Commencement of Work Notices.' The recipient field is partially visible as 'To: < >'. The body of the email starts with 'Dear Licensee,' followed by a message: 'Kindly note, a commencement of work notice has been generated for 1100 kWp project for Client one with you as the lead technician. Kindly log in to your online portal and validate the details provided.' The email concludes with the contact information for the Energy And Petroleum Regulatory Authority: 'Energy And Petroleum Regulatory Authority, P. O. Box 42681-00100, Nairobi, Eagle Africa Centre, Longonot Road Upperhill'.

From: EPRA Licensing Portal <licensing@erc.go.ke>
Date: Wed, Apr 2, 2025 at 12:23 PM
Subject: Notification of Generation of Commencement of Work Notices.
To: < >

Dear Licensee,

Kindly note, a commencement of work notice has been generated for 1100 kWp project for Client one with you as the lead technician. Kindly log in to your online portal and validate the details provided.

Energy And Petroleum Regulatory Authority
P. O. Box 42681-00100, Nairobi
Eagle Africa Centre, Longonot Road Upperhill

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.

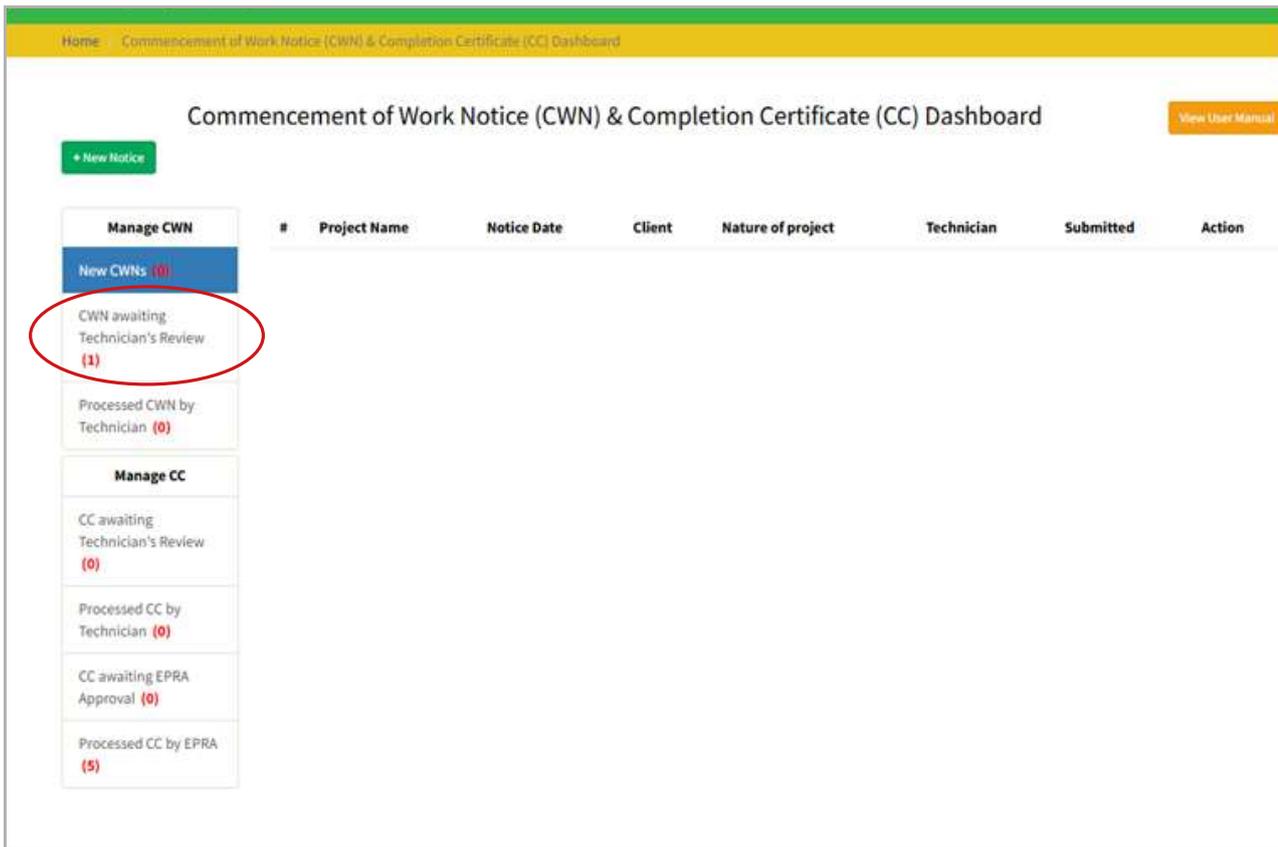


Figure 1.9: Technician's Project Review

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

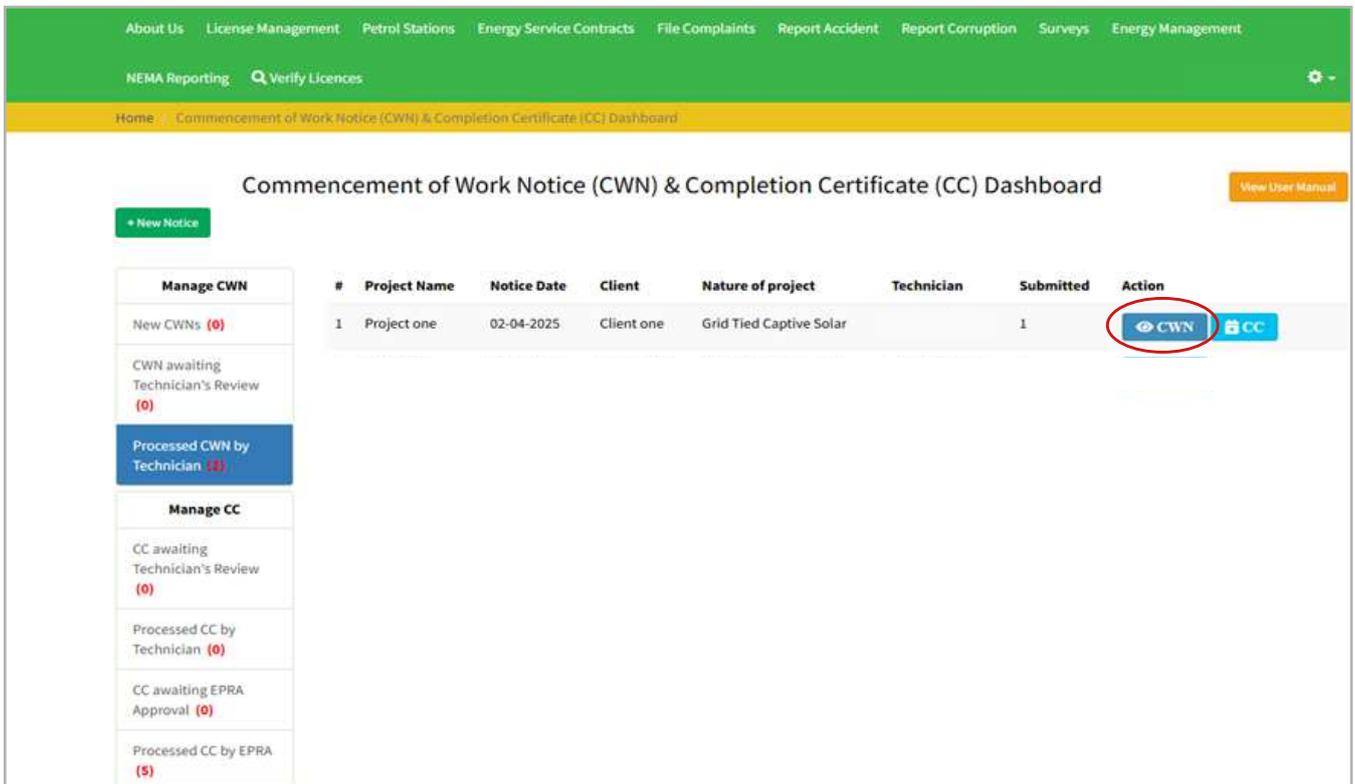


Figure 1.10a: Processed CWN by Technician Tab

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

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

Home > CWN > Process CWN for: Project one

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 1.10b: 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: _____ signature: _____

EPRA/SPVT/ _____ EPRA/SPVC/ _____



Figure 1.10c: 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.

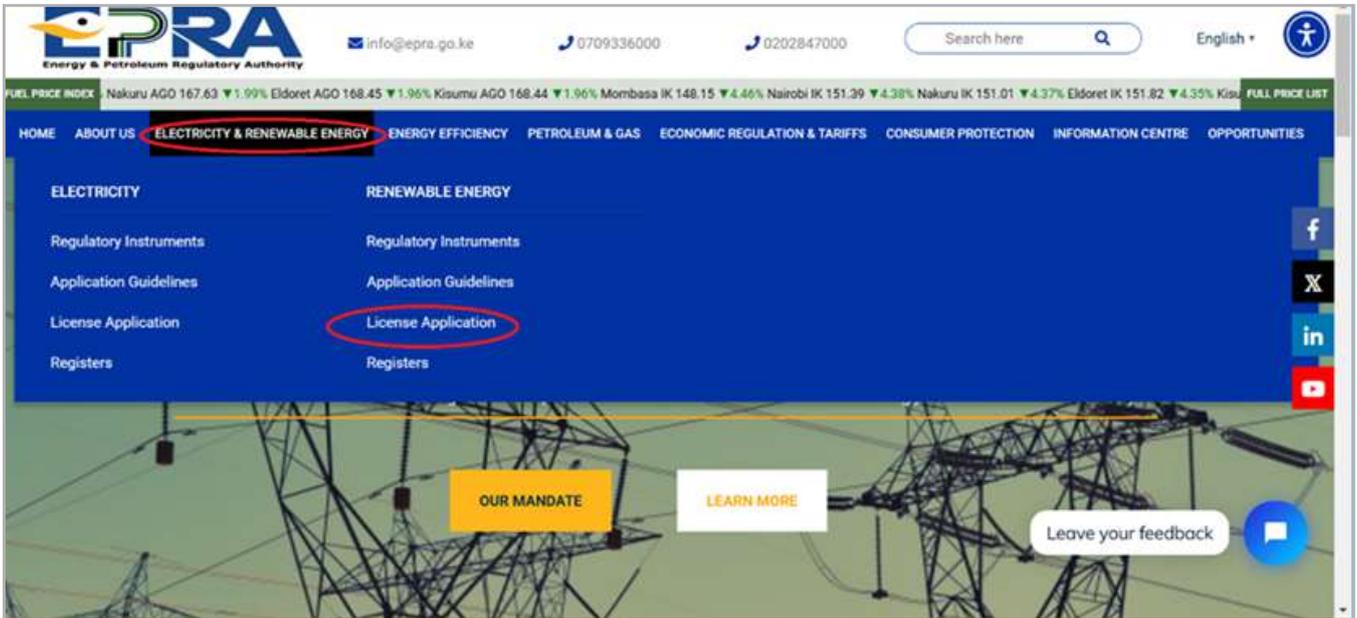


Figure 2.1: License Application Tab

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

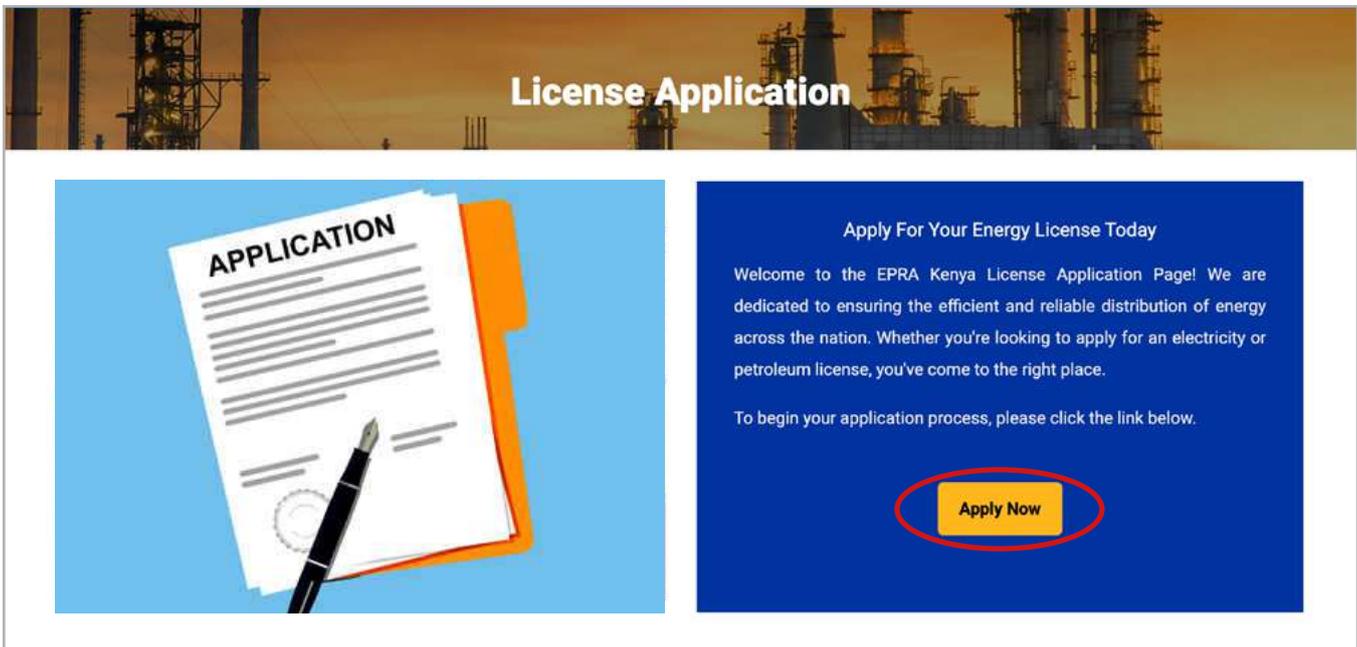


Figure 2.2: License Application Link

- 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.

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

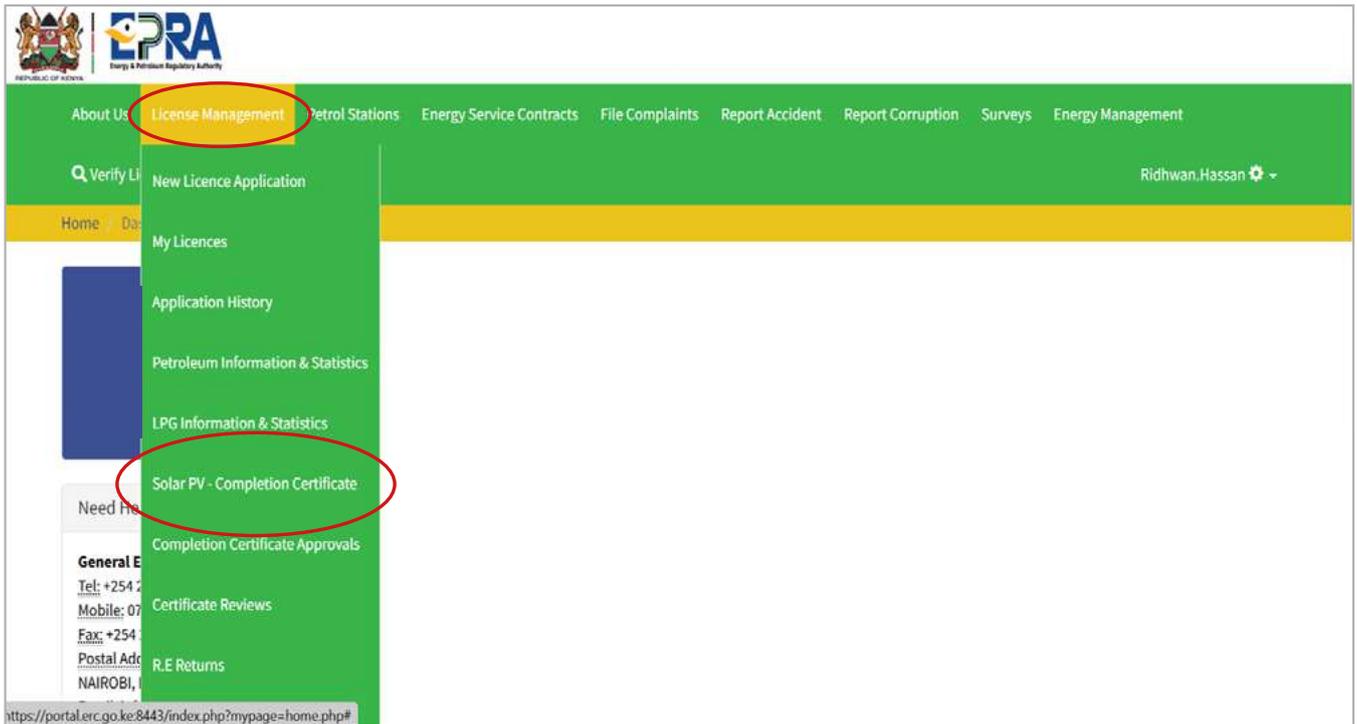


Figure 2.4: License Management and Solar PV- Completion Certificate Tab

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).

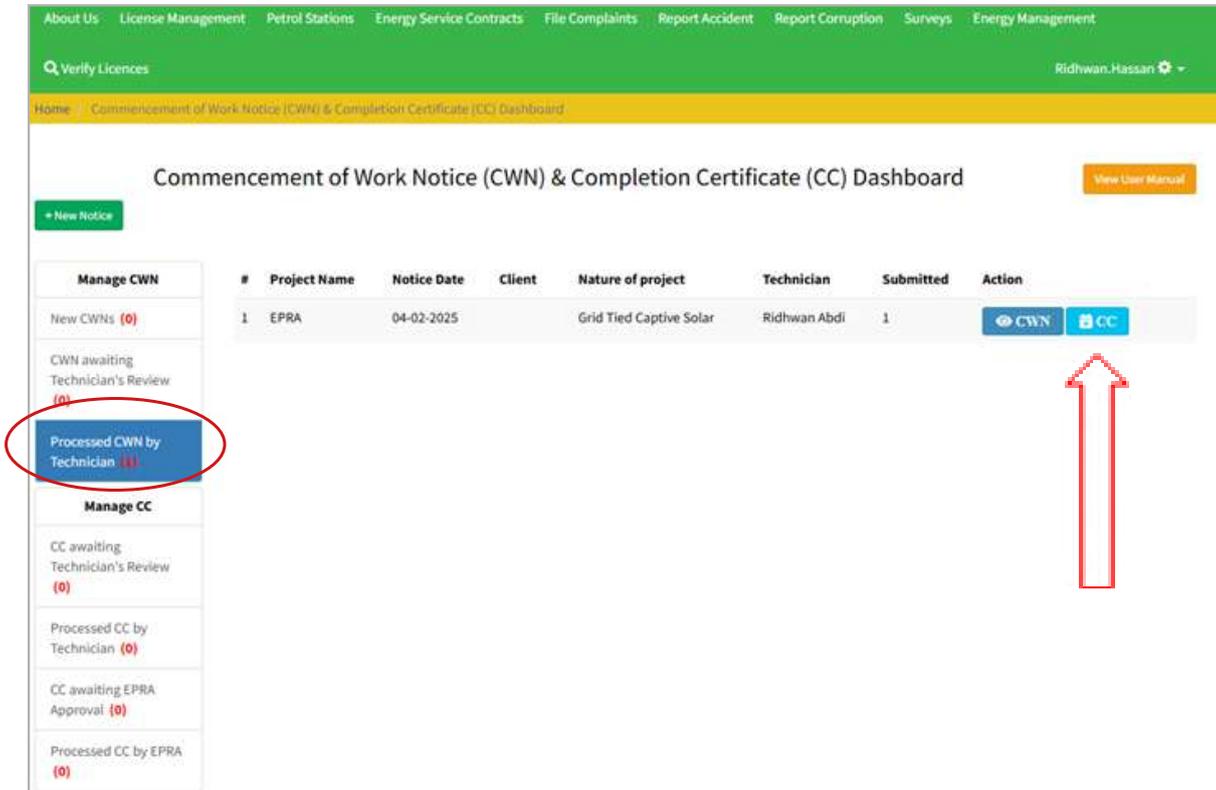


Figure 2.5: Obtaining the specific project’s CC

2.8. Click on **Add Component**.

The screenshot shows a web application interface for preparing a completion certificate. At the top, there is a navigation bar with links like 'About Us', 'License Management', 'Petrol Stations', etc. Below the navigation bar, the page title is 'Prepare Completion Certificate'. There is a 'Print Certificate' button in the top right. The main content area is divided into several sections: 'Facility/Project Name' (EPRA), 'Client Name' (sdsdsad), 'Notice Prepared By' (Ridhwan Abdi), 'CWN Ref No.' (EPRA/SPV/CWN/00047), 'Project Nature' (Grid Tied Captive Solar), and 'Project Capacity' (1100). Below this is a section for 'Add Component Details' which contains a table for 'Installed Components'. The table has columns for '#', 'Item', 'Rating', 'Number Installed', 'Model No', 'Manufacturer', and 'Warranty (Yrs)'. A green '+ Add Component' button is circled in red.

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 modal form titled 'Add Details'. It has a 'Component ID' dropdown menu which is open, showing a list of options: '--SELECT--', 'Solar Module', 'Inverter', 'Battery', and 'Charge Controller'. The 'Solar Module' option is selected and highlighted. There are also input fields for 'Rating', 'Number Installed', 'Manufacturer', and 'Warranty(Yrs)'. A 'Close' button is located in the bottom right corner.

Figure 2.7a: Selection of component

The screenshot shows the 'Add Details' modal form with the following fields filled in: 'Component ID' is 'Solar Module', 'Rating' is '580', 'Number Installed' is '874', 'Model No' is 'TSM-NEG19RC.20', and 'Manufacturer' is 'TRINA'. The 'Warranty(Yrs)' field is empty. A blue 'Submit' button is circled in red.

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

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

Prepare Completion Certificate

Print Certificate

Facility/Project Name	EPRA	Client Name	sdadsad
Notice Prepared By	Ridhwan Abdi	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

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

Submit 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**.

Prepare Completion Certificate

Print Certificate

Facility/Project Name	EPRA	Client Name	sdsdsad
Notice Prepared By	Ridhwan Abdi	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- (dropdown open)
2	Polarity	-SELECT-
3	Continuity	-SELECT-
4	String Open Circuit Voltage (Voc)	-SELECT-
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

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 2.9: Uploading the test Results

2.12. Click on “**Submit details**”,

Prepare Completion Certificate

Print Certificate

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

Add Component Details

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

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.

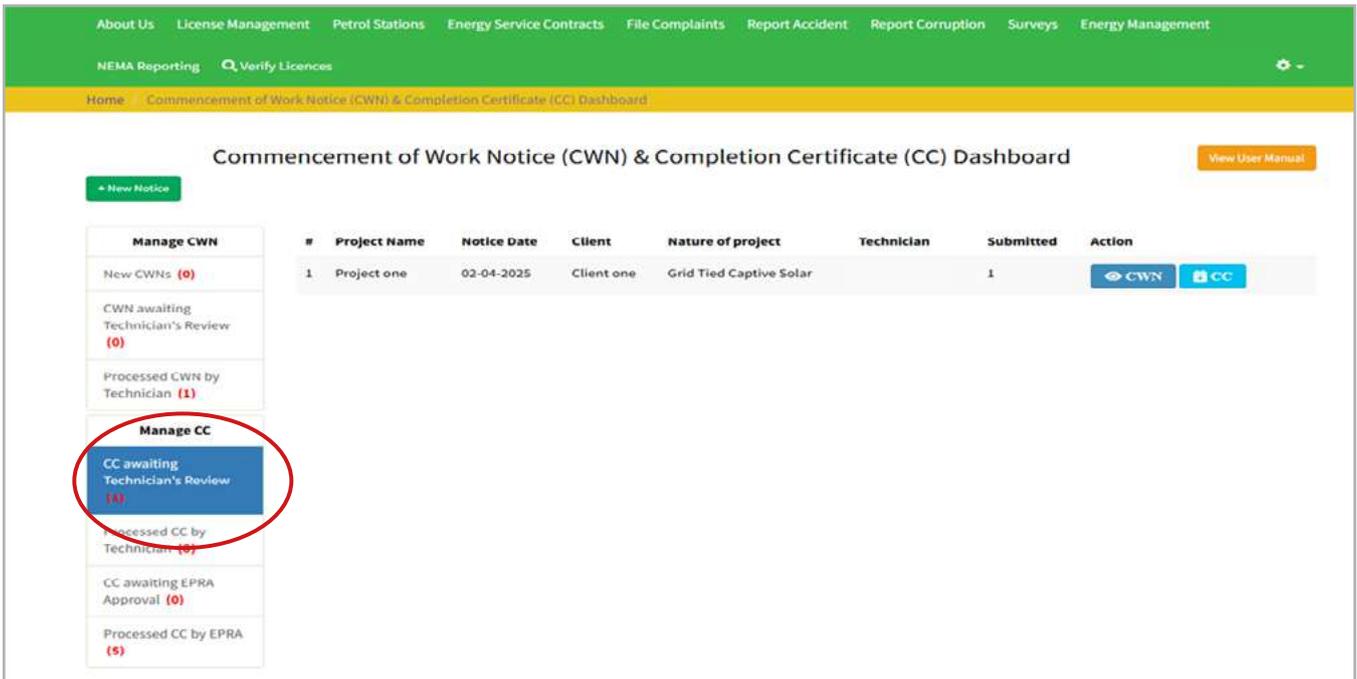


Figure 2.11: CC awaiting Technician’s Review

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

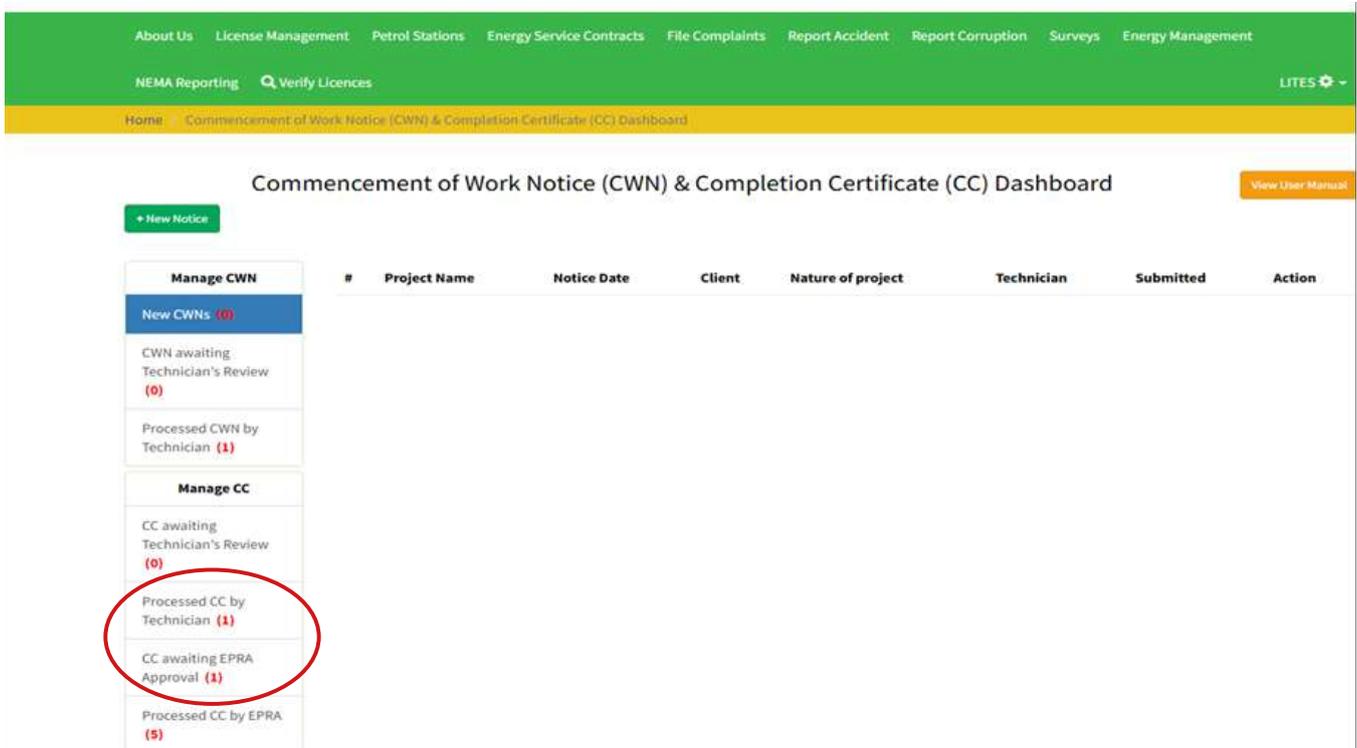


Figure 2.12: CC awaiting EPRA Approval

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

[View User Manual](#)

[+ 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 (6)

#	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

[Print Certificate](#)

Facility/Project Name	Project one	Client Name	Client one
Notice Prepared By	LASER INFRASTRUCTURE AND TECHNOLOGY SOLUTIONS LIMITED	CWN Ref No.	EPRA/SPV/CWN/00077
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	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:
Hassid Okumu

3

signature:
LASER INFRASTRUCTURE AND TECHNOLOGY SOLUTIONS LIMITED



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.

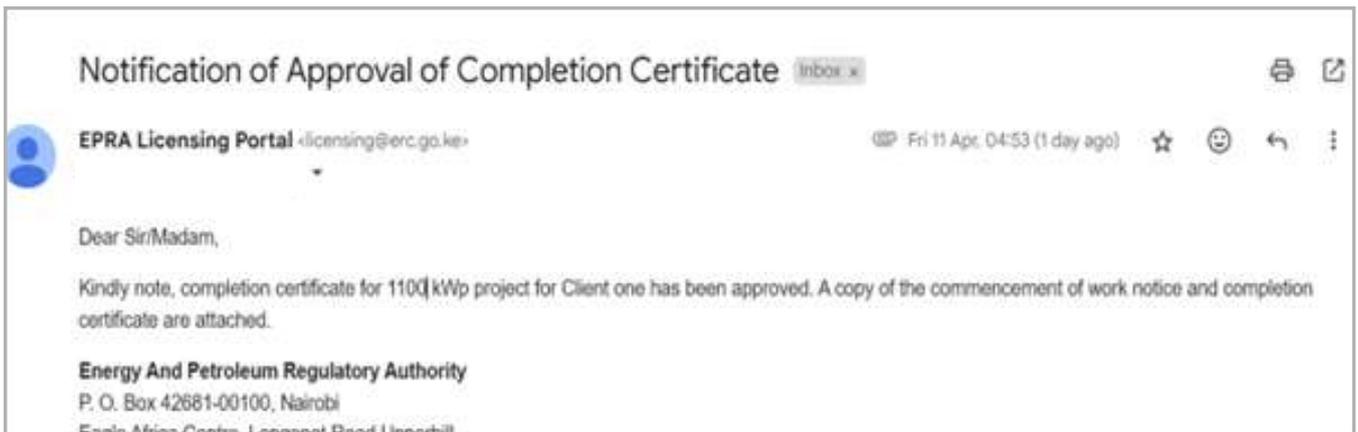


Figure 2.14: Email Notification upon Approval by EPRA

Energy & Petroleum Regulatory Authority
Eagle Africa Centre, Longonot Rd., Upperhill
P. O. Box 42681-00100 GPO NAIROBI
Telephone: +254 709 336 000/ 020 284 7000
Hotline: 0709 336 000 | Email: info@epra.go.ke

 www.epra.go.ke  EPRA Kenya  @EPRA Ke