

Installation and Best Practices Standards Technical Committee Application



Please complete, return, and save this form as a PDF and email it along with a copy of your CV to standards@seia.org.

The Solar Energy Industries Association (SEIA) is in the process of developing *American National Standards* to create and publish standards, best practices, and guidelines that can be utilized by the solar and energy storage industries to for certification.

SEIA is establishing the Solar and Storage Installation Standards Technical Committee (STC) to review, approve, and publish installation standards and best practices in compliance with the American National Standards Institute's (ANSI) Essential Requirements for Standards, following successful accreditation. This STC will examine product equipment certification requirements, installation and commissioning testing, and related system specifications to address quality expectations from an investor or financiers' perspective.

Installation STC membership is open to all interested parties and shall be sufficiently diverse to ensure reasonable balance and to prevent influence from any single interest group. The term of STC members shall be for five years with a review of membership annually. If you are interested in participating in the Installation STC, please complete the following application. Applicants will be notified via email of their acceptance, decline, or placement in the waitlist queue.

PART 1: GENERAL INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

Name of employer: _____

Title: _____

PART 2: EXPERIENCE AND QUALIFICATIONS

Description of your background experience and qualifications with solar and energy storage system design, production estimation, installation, commissioning, contractor qualifications, quality assurance, or financing as it pertains to installation best practices. Attach CV or additional pages if needed.

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List previous Standards Committee service, including other similar organizations on which you have served. List relevant related organizations, education, and scope of services, and include dates or years of service. Use additional sheets if necessary:

State specific work experience related to one or more elements of Committee work:

List any relevant certifications:

Provide any additional information as may be appropriate to assist in the evaluation of your application. (Attach additional sheets as necessary)

Please disclose any actual or potential conflict of interest that would impair your ability to make fair and impartial decisions:

PART 3: WHAT INTEREST GROUP CATEGORY DO YOU REPRESENT? (Check one)

Producer – Producer interests can include manufacturers, distributors, and material associations.

User – User interests may include developers, design consultants, installers/contractors, investors, insurance companies, and product certification agencies.

General – General Interest members are neither Producer nor User members. This category may include general public, academia, research laboratories, technical societies, consumer groups, environmental groups, government/regulatory agencies, system owners/users, auditing and inspection firms, and service organizations.

PART 4: AGREEMENT

Membership on the SEIA Standards Technical Committee obligates the participant to commit to be active in all work of the Committee, including attendance and participation at Committee meetings, contribution of information, prompt reply to emails requesting action, and on-time completion of assigned tasks. It is expected that members will be able to utilize electronic communication tools including email and video conferencing. Members should be able to fully participate in the standards committee activities and shall be capable of providing technical contributions or subject matter expertise; however, participation shall not be unreasonably restricted on the basis of technical qualifications. The undersigned agrees to abide by SEIA's Standards Development Policy and Procedure, and attests that the information provided in this application for Committee membership is true and accurate.

The undersigned hereby agrees that his or her authorship contributions to SEIA in connection with work performed as a member of the SEIA Standards Technical Committee are considered to be works for SEIA. To the extent that the undersigned retains any rights in copyright as to such authorship contributions, the undersigned hereby grants and assigns to SEIA all such rights. The undersigned understands that he or she will have no rights in any SEIA publications that use such contributions by the undersigned and certifies to the best of his or her knowledge that such contributions are not protected by the copyright of any other person or entity.

I agree

ANNEX A: RESPONSIBILITIES OF THE TRACEABILITY STANDARDS TECHNICAL COMMITTEE

The Solar and Storage Installation STC is SEIA's consensus body responsible for the development, approval, revision, reaffirmation, maintenance, withdrawal, and official interpretations of standards that fall within the scope of SEIA's Standards Development Policy and Procedures. Additionally, the STC is responsible for addressing public comments. Participants from diverse interest categories shall be sought with the objective of achieving balance.

STC members are appointed to serve a five-year term subject to the requirements of SEIA's Standards Development Policy and Procedures, Sections 2.2.12, 2.2.13, and 2.2.14.

The STC is responsible for:

- Supporting SEIA's scope and mission
- Acting in a purely technical capacity
- Considering all proposals or requests for revisions or amendments to existing standards
- Actively contributing to developing and reviewing drafts of proposed standards
- Providing formal comments and voting on the proposed standards that have been circulated for voting
- Responding to public comments in a timely manner
- Establishing Subcommittees, as required
- Providing interpretations of published standards
- Voting approval of modifications to the standards
- Periodically reviewing the standard(s) to ensure that they are kept current

ANNEX B: RESPONSIBILITIES OF AN STC CHAIR

The Chair and Vice Chair of the Installation STC are responsible for the advance of the development of standards. The Chair and Vice Chair of an STC are responsible for the conduct of committees' activities in accordance with the procedures outlined in SEIA's Standards Development Policy and Procedures and consistent with the scope of the standard.

The Chair of the Installation STC shall:

- Act in a purely technical capacity, divesting themselves of an affiliation position.
- Obtain representation of affected interest categories and shall avoid dominance by anyone group. For information on interest categories, see SEIA's Standards Development Policy and Procedures, Section 2.2.4.
- Conduct meetings with a view to reaching consensus on draft standards.
- Ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present.

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- Ensure at meetings that all decisions are clearly expressed and made available in written form by the Secretariat for confirmation during the meeting.
- Advise the SEIA Installation STC Coordinator of Standards on important matters relating to the Installation STC.
- Ensure that the policy and strategic decisions of the SEIA Board of Directors are implemented in the committee.
- Direct the activities of the Installation STC regarding the resolution of public comments.
- Assist in the case of an appeal against a decision by the Installation STC.

Candidates for appointment to STC Chair will be selected from current members. Candidates should demonstrate a high level of activity consistent with the scope of the STC. Each appointment as Chair is subject to annual reaffirmation by SEIA's Executive Standards Committee. If the Chair is unable to continue to perform this role, the Vice Chair shall assume responsibilities until a new Chair is appointed. If the Vice Chair is appointed as Chair, a new Vice Chair should be appointed.