



STAR-CENTRE

# Off-Grid System Registration Form



[An Off-Grid System Registration Form serves to gather and record key details related to standalone solar energy setups.]

<b>A. Profile of the Applicant</b>
<ul style="list-style-type: none"><li>- Applicant name</li><li>- Type of applicant such as Individual, Proprietary firm, Partnership, Public Ltd., Pvt. Ltd., Group of Company etc.</li><li>- Contact details of the authorized person</li><li>- Business profile of the applicant such as nature and activities of the business</li></ul>
<b>B. Technical and Financial Details of the Project</b>
<ul style="list-style-type: none"><li>- Type of power project</li><li>- End use of generated electricity such as captive use, sale to third party, etc.</li><li>- Expected system performance</li><li>- License number issued by the competent authority to generate and distribute electricity</li><li>- Expected cost of the project</li><li>- EPC contractor details</li></ul>
<b>C. Land Details of Project Site</b>
<ul style="list-style-type: none"><li>- Land category such as private or government</li><li>- Lease deed of land for private land</li><li>- Land allotment order in case of government land</li></ul>
<b>D. Registration Fee</b>
<ul style="list-style-type: none"><li>- Fee charges as per the project capacity</li><li>- Details of paid registration fee</li></ul>
<b>E. Declaration</b>
<ul style="list-style-type: none"><li>- Applicant declaration</li></ul>
<b>F. Appendix</b>
<ul style="list-style-type: none"><li>- Detailed project report</li><li>- Land agreement</li><li>- Registration Fee payment receipt</li></ul>

**Note:** The content in the document is intended to only provide guidance to prepare the report



# Environmental Compliance Checklist



[An environmental compliance checklist is a tool used to ensure that the project adheres to all relevant environmental regulations and standards. This checklist helps in identifying, assessing, and mitigating potential environmental impacts associated with the project.]

## A. Introduction

- Project name
- Project location
- Specific goals and objectives
- Contact person details

## B. Project Developer/Owner Details

- Company name
- Core business description
- Year of establishment and certificate
- Company address and contact details

## C. Environmental and Social (E&S) Policy and Procedures

- Company's documented E&S policy
- Review of E&S procedures integrated to the company's management system
- Availability of formal environmental and social management system in the company

## D. Occupational Health and Safety (OHS)

- Availability of OHS policy and procedures
- Availability of appropriate personal protective equipment (PPE)
- Policies and procedures to ensure safe installation and use of solar equipment
- Schedule for regular OHS training sessions for employees
- Records of workplace accident and incidents

## E. Human Resources (HR) Policies

- Availability of documented HR policy including a code of conduct and grievance mechanism
- Policies on non-discrimination and equal opportunity in place
- Clear terms of employment, including working hours, wages and benefits

## F. Waste Management

- Availability of waste management policy and procedures
- Specific procedures for handling e-waste including batteries and solar panels
- Buy-back or recycling agreement with manufacturers

<b>G. Stakeholder Consultation</b>
<ul style="list-style-type: none"> <li>- Availability of stakeholder consultation plan</li> <li>- Mechanism for local community grievances redress</li> <li>- Records of stakeholder consultation</li> </ul>
<b>H. Environmental and Social Risk Management Process</b>
<ul style="list-style-type: none"> <li>- Conducting E&amp;S initial screening for identifying any flaws</li> <li>- Conducting E&amp;S due diligence including site visit report, E&amp;S impact assessment</li> <li>- E&amp;S action plan with timelines and deliverables</li> </ul>
<b>I. Legal Documentation</b>
<ul style="list-style-type: none"> <li>- Inclusion of E&amp;S covenants in legal/loan agreement</li> <li>- Inclusion of clauses for proper disposal of e-waste</li> </ul>
<b>J. Monitoring and Supervision</b>
<ul style="list-style-type: none"> <li>- Mechanism for ongoing E&amp;S performance monitoring</li> <li>- Submission of incident reports and annual E&amp;S monitoring reports</li> <li>- Records of site visits and compliance checks</li> <li>- Measures to prevent over-exploitation of water resources</li> </ul>
<b>K. Regulatory Compliance</b>
<ul style="list-style-type: none"> <li>- Availability of all required Health, Safety and Environment (HSE) permits and approvals</li> <li>- Records of compliance with national E&amp;S regulatory requirements</li> <li>- Any previous legal actions, fines, or penalties related to E&amp;S non-compliance</li> </ul>

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# Health and Safety Guidelines



[Health and safety guidelines are designed to establish a secure working environment and minimize the risk of accidents, injuries, and fatalities in the workplace.]

<b>A. Introduction</b>
<ul style="list-style-type: none"><li>- Purpose and scope of guidelines</li></ul>
<b>B. General Facility Design and Operation</b>
<ul style="list-style-type: none"><li>- Provision of manual firefighting equipment that is easily accessible and simple to use</li><li>- Round the clock availability of qualified first aid services</li><li>- Appropriately equipped first-aid stations to be easily accessible throughout the project site</li><li>- Written emergency procedures at remote sites to deal with trauma or serious illness unless patient can be transferred to an appropriately medical facility</li></ul>
<b>C. Communication and Training</b>
<ul style="list-style-type: none"><li>- Basic occupational training program and specialty courses including:<ul style="list-style-type: none"><li>• Knowledge of materials, equipment and tools</li><li>• Known hazards in operations and their control measures</li><li>• Potential health risks and precautions to prevent exposure</li><li>• Hygiene requirement</li><li>• Proper use of PPE</li><li>• Appropriate response to operational extremes, incidents and accidents</li></ul></li></ul>
<b>D. Physical Hazards</b>
<ul style="list-style-type: none"><li>- Provide proper PPEs</li><li>- Use of mechanical assist to reduce exertions required to lift materials, tools, etc.</li><li>- Implementation of fall prevention and protection measure for working at heights</li></ul>
<b>E. Monitoring and Reporting</b>
<ul style="list-style-type: none"><li>- Occupational health and safety monitoring</li><li>- Procedures for reporting and recording occupational accidents, diseases, dangerous occurrences, and incidents</li></ul>
<b>F. Emergency Preparedness</b>
<ul style="list-style-type: none"><li>- Develop an emergency preparedness plan</li><li>- Provisions for mock drills and training sessions</li></ul>

G. Housekeeping
<ul style="list-style-type: none"><li>- Keep workplace is free from liquid and solid wastes</li><li>- Control high noises and strong smells</li><li>- Maintain clear access route</li></ul>
H. Community Engagement
<ul style="list-style-type: none"><li>- Implement a grievance mechanism for local community</li><li>- Timely resolution and communication of grievance outcome</li></ul>