DOCUMENT CONTROL

Certification and Documentation Request List

Use this list to organize the technical, safety, transport, market-entry and after-sales documents required for a selected OEM/ODM project.

The exact documents depend on the product model, destination market, system configuration and project route. Confirm applicability instead of assuming that one document set covers every model or country.

1. Product and installation documents

DOCUMENT	WHY IT MATTERS	REQUEST / STATUS
Datasheet	Confirms model specifications, limits and configuration.	[ ] Requested [ ] Received
Installation manual	Supports wiring, mounting, clearance and commissioning.	[ ] Requested [ ] Received
User manual	Supports operation, warnings and end-user handover.	[ ] Requested [ ] Received
BMS file	Supports communication, alarms, settings and troubleshooting.	[ ] Requested [ ] Received
Compatibility list	Supports the battery and inverter pairing decision.	[ ] Requested [ ] Received

2. Safety, transport and market documents

DOCUMENT	WHY IT MATTERS	REQUEST / STATUS
Test reports	Records the tests relevant to the selected model and project.	[ ] Requested [ ] Received
Safety documents	Confirms applicable battery and electrical safety evidence.	[ ] Requested [ ] Received
Transport documents	Supports the selected shipping and dangerous-goods route.	[ ] Requested [ ] Received
Grid documents	Supports local grid or inverter approval where applicable.	[ ] Requested [ ] Received
Labels and marks	Confirms product, warning, serial and shipping information.	[ ] Requested [ ] Received

DOCUMENT CONTROL

3. Commercial and after-sales documents

DOCUMENT	WHY IT MATTERS	REQUEST / STATUS
Warranty terms	Defines period, exclusions, claim route and responsibilities.	[ ] Requested [ ] Received
Spare-parts list	Supports service planning and replacement decisions.	[ ] Requested [ ] Received
Fault-code guide	Supports installer diagnosis and escalation.	[ ] Requested [ ] Received
Packaging specification	Confirms carton, pallet, marks and private-label details.	[ ] Requested [ ] Received
Quality records	Supports sample approval, inspection and production release.	[ ] Requested [ ] Received

4. Version control

[ ] Product model	_____
[ ] Document package	Version / date: _____
[ ] Target market	_____
[ ] Open documents	_____
[ ] Reviewed by	Name / date: _____

CVC can coordinate the document package with the responsible manufacturing partner for the selected product and project. A file is not automatically valid for every model, market or installation condition; confirm the scope before using it in a quotation or registration.