Site verification report – Solar water pump • Template

Site verification report of

[Project title]

at

[Location]

[Date]

|  |  |
| --- | --- |
| **Prepared by** | **Submitted to** |
| [Company name]  [Company address] | [Company name]  [Company address] |

This report highlights the outputs, recommendations and requests for approvals based on the site survey conducted between ***[Date]*** and ***[Date]*** for the ***[Project title]*** in ***[Location]***.

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# ACTIVITIES

*Describe when the installer team visited the site and the activities conducted by filling in the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Date** | **Day** | **Activities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# SITE DESCRIPTION

*Describe the entire project area by verifying the details in the bidding document against the site survey.*

*Provide details of:*

* *Verification of the project coverage area (for example, land coverage for drinking water or irrigation) with reasons for differences*
* *Google Earth view with the demarcation of the entire project coverage area (as per bidding document vs. site survey) with reasons for differences*
* *Verification of the total number of beneficiaries (as per bidding document vs. site survey) with reasons for differences*
* *Verification of water requirement (as per the bidding document vs. site survey) with reasons for differences*
* *Other site description verification (as per bidding document vs. site survey) with reasons for differences*

# SOLAR ARRAY AREA

*Describe the area where the solar array is proposed to be installed in the bidding document and whether the proposed area is suitable for panel installation. If the array location proposed in the bidding document is not feasible, justify and describe the new array location as per the site survey. Make sure to include a meeting minute in the Annex with the community confirming the final panel location with the landowner’s decision about its allocation for panel installation.*

*Provide details of:*

* *Ownership: public/private ownership*
* *Land type and access: Slope, direction and accessibility*
* *GPS coordinates*
* *Adequacy of land availability*
* *Total array capacity (kWP)*
* *Size per panel (WP)*
* *Total number of panels*
* *Google Earth view with the demarcation of the proposed (as per the bidding document) vs. final panel location*
* *Meeting minutes confirming land availability (add to the annex)*

# WATER SOURCE AND INTAKE STRUCTURE

*Describe the status of the water source and intake area (as per the bidding document vs. site survey). If the water source proposed in the bidding document is not feasible, justify and describe the new water source location as per the site survey. Make sure to include a meeting minute in the annex with the community confirming the water source with the individual/community’s decision on the use of water and construction of any intake structure (sump wells, collection tank, etc.).*

*Provide details of:*

* *Ownership: public/private ownership*
* *Water source type and access: Water recharge, water quality, accessibility*
* *Verification of water source (as per bidding document vs. site survey)*
* *GPS coordinates of water source*
* *Google Earth view with the demarcation of the proposed (as per the bidding document) vs. final water source*
* *Adequacy of construction of intake structure(s) (as per bidding document vs. site survey)*
* *Any issues identified/foreseen after site verification*

# RESERVOIR TANK (IF APPLICABLE)

*Describe the reservoir tank area, if applicable (as per the bidding document vs. site survey). If the reservoir tank location in the bidding document is not feasible, justify and describe the new location as per the site survey. Make sure to include a meeting minute in the Annex confirming the reservoir tank location with the individual/community’s decision on its construction.*

*Provide details of:*

* *Ownership: public/private ownership*
* *Verification of reservoir tank (as per bidding document vs. site survey)*
* *GPS coordinates of the reservoir tank*
* *Google Earth view with the demarcation of the proposed (as per the bidding document) vs. final water source*
* *Adequacy of reservoir tank (as per bidding document vs. site survey)*
* *Any issues identified/foreseen after site verification*

# SYSTEM DETAILS

*Describe the verification of other system components based on the site survey.*

*Provide details of:*

* *Verification of other system components (for example, inverters, cable routing from the solar array to the controller and pump, etc.). Highlight any foreseen issues and confirm compliance*

# WATER TRANSMISSION & DISTRIBUTION (IF APPLICABLE)

*Describe the pipe selections and mapping of the water transmission and distribution (T&D) if applicable to the project.*

## Pipe selection

*Provide details of:*

* *Verification of the pipe sizes required for water transmission and distribution. See the table below for reference.*

**Table 1 Pipe type and lengths**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pipe type** | **Length** | **From** | **To** |
| *GI, Medium class, 63mm* | *150m* | *Water source* | *Reservoir tank* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

## Mapping of water transmission and distribution

*Describe how the water transmission and distribution path were mapped during the site survey. Attach maps of the transmission and distribution path in the Annex along with details of the taps for drinking water projects.*

# MAIN FINDINGS

*List out (preferably in bullet points) the main findings of the site survey.*

# REQUEST FOR APPROVALS

*List out (preferably in bullet points) the approvals required from the GoN to proceed ahead.*

# ANNEXES

## Cable calculations

*Provide details (preferably in a table) of how the power cables were verified (for e.g. solar array to the controller, controller to pump etc.).*

*Include details of, but not limited to,*

* *Voltage levels*
* *Cable type (material, cross-sectional area)*
* *Length*
* *Maximum load*
* *Voltage drop (%)*

## Bill of quantity

*Provide details of the bill of quantity (BoQ) with verification of details provided in the bidding document vs. site survey.*

*A reference table of goods is given below.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Component** | **Description of components** | **Unit** | **Quantity as per BoQ** | **Quantity after site verification** | **Excess (+)/**  **Deficit (-)** |
| **A. Electromechanical components** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **B. Civil works** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*A reference table of services offered is given below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Item description** | **Unit** | **Quantity as per BoQ** | **Quantity after site verification** | **Excess (+)/ Deficit(-)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Minutes of panel location

## Minutes on use of water source and intake structure (if applicable)

## Minutes of reservoir tank (if applicable)