



Solar Internship Checklist

Guide for solar companies who are hosting interns

Use the list as a guide which tasks and areas of the business an intern should be exposed to. You don't have to tick all but the more you expose your intern to, the more likely it is to find something he/she is really good at and you might end up with a great new employee!

| No. | Topic | Responsible supervisor | Tick box |
|----------|---|------------------------|----------|
| 1 | PV Solar System Design | | |
| | Load analysis | | |
| | Site Inspection and Measurements | | |
| | System selection (i.e., Off-Grid, Back-up etc) | | |
| | Components Selection | | |
| | BOS selection | | |
| | Schematic diagrams | | |
| | Software System design | | |
| 2 | Installations | | |
| | Material List and Procurement | | |
| | Installations Planning (Steps to follow) | | |
| | Risk Assessment and Safe Working Procedure | | |
| | Structure Installations as per plan | | |
| | Earth and Bonding Installation & Testing | | |
| | PV Modules Testing (Voc and Isc) | | |
| | PV Modules Mounting and Stringing | | |
| | Pre-Testing of Components (Fuses, Circuit Breakers, Batteries etc.) | | |
| | Mounting Of Components (Inverters, Batteries) | | |
| | Cabling and Connections (Under Strict Supervision of a Qualified Electrician) | | |
| | Commissioning of installed Systems | | |
| | Post Installation Inspection and Checklist | | |
| 3 | Maintenance | | |
| | Pre-Maintenance Inspection | | |
| | Risk Assessment and Safe Working Procedure | | |
| | Testing, Isolation and Fault-finding | | |
| | Fault Repairs and Components Replacement | | |
| | Systems-Recommissioning | | |
| | PV Module Cleaning | | |
| | Cable Management (fastening Slacking Cables) | | |
| | Post-Maintenance Inspection | | |
| 4 | Sales | | |
| | PV Solar Product Knowledge | | |
| | Different Systems Knowledge and Applications | | |
| | Communication Techniques | | |
| | Customer Services and Support | | |
| | Research on PV Industry advancements (Optional) | | |