Damaged Solar Panel Handover Checklist

For EPCs, O&M teams and asset owners

Use this before releasing damaged, failed or retired solar PV modules. Tick each completed check and record who will resolve any open items.

Site / district / state _____

Lot reference / date _____

Owner / site contact _____

Approx. quantity / unit (panels or kg) _____

01 Record the lot and site

- ☐ Record quantity, unit, known module type, and whether panels are installed or removed.
- ☐ Separate visibly damaged, intact but untested, and tested stock. Note any unknowns.
- ☐ Use existing lot, label and damage photos. Avoid climbing or handling panels for photos.

02 Confirm authority to release

- ☐ Identify the owner and obtain written release approval from the person authorised to give it.
- ☐ Resolve any warranty, insurance claim, finance or contract restrictions that affect the lot.

03 Confirm the receiving route

- ☐ Agree the route and intended use. Use suitable technical assessment for any proposed reuse.
- ☐ Verify the receiving facility, acceptance criteria and applicable registration or authorisation for the specific material and route.

04 Agree loading, site exit and terms

- ☐ Assign competent people for isolation, removal, packing, loading and transport.
- ☐ Get written loading and gate-out clearance from the owner or site security. Name an on-site contact and confirm the vehicle and pickup window.
- ☐ Pay only pre-agreed, documented charges. Assign any truck waiting or return costs.
- ☐ Agree how to verify quantities, accept the lot and handle rejects or shortfalls.

05 Record handover and follow-up

- ☐ Reconcile quantities dispatched and received. Keep a dated, signed receipt naming the receiving facility and lot.
- ☐ Retain route-specific documents and applicable processing evidence from the responsible party.

Open item / person responsible _____

Pause if loading or exit is blocked, or someone demands an unapproved payment.

If threatened, move the crew to safety. Call 112 in an emergency. Contact the owner or site security. Resume only with documented clearance and safe conditions.

Xpogen coordinates enquiries. The appropriate issuing party provides recycling or EPR certificates.