



**QUARTERLY REPORTING TEMPLATE FOR OPERATIONAL ELECTRICITY
GENERATING PLANTS
(SOLAR POWER PLANT)**

Name of Licensee	
Plant Name	
License Number	
Effective Date of License	
Validity of License	
Report No:	
Reporting Period	
Plant Commissioning date	

1. KEY PROJECTS INFORMATION

Project Location	
District, Sector	
Total Project Land (Acres)	
Key Project Parameters	
Installed Capacity (MW)	
Type of solar module (i.e.: Mono, Poly-crystalline ...)	
Module capacity (Wp)	
Total Number of modules	
Number modules per string	
Tracking system (if any)	
Tilt angle	
Average daily sun hours	
Battery capacity (Ah) if applicable	
Number of batteries	
Inverter capacity (VA or kVA)	
Number of inverters	
Transformer capacity (kVA)	
Type of Plant performance control system (i.e. SCADA, etc.)	

2. OPERATIONAL AND TECHNICAL DATA

	Data/Indices	Unit	Quarter under review			
			Month 1	Month 2	Month 3	Total (Where applicable)
1.	Active energy generated	MWh				
2.	Reactive energy generated	MVarh				
3.	Consumed active energy (Auxiliary use)	MWh				
4.	Consumed reactive energy (Auxiliary use)	MVarh				
5.	Power factor (PF)					
6.	Dependable or available Capacity	MW				
7.	Average Solar Irradiance	W/m ²				
8.	Plant Capacity Factor	%				
9.	Plant Availability Factor	%				
10	Electricity Sales Revenues	RWF				
11	Revenue from other Sources (if any)	RWF, Million				
12	Total Revenues	RWF, Million				
13	Unit Electricity Cost (Average)	RWF/kWh				
14	Total No. of Employees	Persons				

NOTE:

- $$\text{Plant Capacity Factor} = \frac{\text{MWh Generated or Transmitted} \times 100}{\text{Installed Capacity} \times 365 \times 24}$$
- $$\text{Plant Availability Factor} = \frac{\text{No. of Hours of plant availability during the period}}{\text{Total No. of hours during the period}}$$

3. ACTIVITIES (TO BE) UNDERTAKEN

3.1. Major activities undertaken during the current reporting period

List in the following table the tasks or activities (maintenance, repairs, etc) undertaken in the current reporting period that affected the plant performance.

Table 2B: Major Tasks & Activities undertaken in the current reporting period		
Task/Activity Item & Description	Start Date	Completion Date

3.2. Major activities to be undertaken during the next reporting period

Based on the most up-to-date Operational Working Plan (OWP), list in the following table the tasks or activities (maintenance, repairs, etc.) to be undertaken in the next reporting period that will affect the plant performance.

Table 2B: Major Project Tasks & Activities to be undertaken in the next reporting period		
Task/Activity Item & Description	Planned Start Date	Planned Completion Date

4. RESSOURCES ON SITE

Provide information on all the types and quantities of resources available on site during this reporting period.

Table 3-Ai: Resources on the project site during this reporting period		
Resource type	Quantity/Number	Remarks
Personnel		Indicate number of people on site, specify whether they are permanent or temporary staff, indicate their qualifications and specific roles on this project
Personnel trained in First Aid		Indicate the number of people on site that are trained on First Aid and Fire extinguishing.
Employees' health Insurance		Indicate number of people on site with health insurance and their health insurer.
Fire extinguishers		Indicate the number of fire extinguishers in place, their capacity and expiring dates.
Personal protective equipment (PPE)		Indicate the number of available PPE for each type (Helmet, Gloves, Safety boots, Rubber boots, Ear muff, Overall, Overcoat, Reflective Jacket, goggles, Nose mask, etc.)
First Aid kit		Indicate the number of First Aid Kits in place, and their contents' expiring date (if applicable).
Vehicles		Indicate types of vehicles and specify ownership.

5. RECORD OF ACCIDENTS

	Type of accident	Cause of accident	Number of Victims (Employee or other)	Impact on the victim	Mitigation measure adopted
1					
2					
3					
4					
5					

6. INTERRUPTIONS OF SUPPLY AND FAILURES

(if they are many, attach a detailed list of those interruptions in excel format)

	Date	Cause	Starting time	Ending time	Duration	Category (Planned or Unplanned)
1						
2						
3						
4						
5						
6						
7						

7. STOCK REPORT STATUS

(This section is about stating spare parts that are available to be used to operationally support the plant in case of need. This includes spare parts of Solar PV panels, control systems, inverters, batteries, etc.)

<i>Guidelines</i>	
<i>Item or Spare</i>	<i>Indicate the name of spare available in your stock, available as a backup in case of need.</i>
<i>Quantity</i>	<i>Indicate the number or quantity of the items or spares available for a single type of item or spare.</i>
<i>Purpose</i>	<i>Indicate the functions or roles the spares or items are intended for.</i>
<i>Frequency of use</i>	<i>State how many times the type of spares or items have been used within the reporting period. (High: Replacement done more than 6 times quarterly) (Medium: Replacement done more than 3times but less than 6times quarterly) (Low: Replacement done less than two times quarterly)</i>
<i>Remark</i>	<i>Kindly specify the reasons for replacement of the mentioned spares or items.</i>

S/N	Item or Spare	Quantity	Purpose	Frequency of Use	Remark
1.					
2.					
3.					
4.					
5.					

8. ISSUES/CHALLENGES

<i>Guidelines</i>	
<i>Issue Description</i>	<i>Identify the issue or state the question</i>
<i>Open/Closed</i>	<i>Indicate whether the issue is open (outstanding) or closed (resolved)</i>
<i>Impact</i>	<i>Briefly explain the consequences of the issue, specifying which project activities/deliverables are affected by the issue</i>
<i>Resolution Approach</i>	<i>The specific methods used to resolve the issue. Briefly explain the relevant processes and procedures that will be used to handle the issue</i>
<i>Resolution Date</i>	<i>Identify the date when the owner has resolved or plans to resolve the issue</i>
<i>Assigned Owner</i>	<i>Identify the party responsible for resolving the issue.</i>

8.1 Project Issues/ Challenges experienced during this reporting period

List in the following table any problems requiring immediate resolution. Items listed should include all open/outstanding issues and those resolved within this reporting period, as well as issues identified during this reporting period that may impact the project in later reporting periods.

Table 4-A : Project Issues/ Challenge					
Issue/ Challenge Description	Status Open/ Closed)	Impact of the issue on the plant operations	Resolution Approach adopted	Resolution made and Date	Assigned Owner

Reporter by:

Signature:

Company stamp