ECO4 & Great British Insulation Scheme Post-Installation Declaration

Introduction

The purpose of this form is to capture the details of the completed project and the measure/s within it. The form may be completed offsite when work has completed, and a copy must be retained with the occupier.

Any fraudulent activity including falsifying statements, falsifying signatures, and copying- pasting may be reported to the Police/Action Fraud or a similar organisation. This may affect the validity of any measure installed and the measure may be rejected.

Any evidence of electronically duplicated or forged signatures will be investigated. Any measures where suspected fraudulent activity or scheme abuse is detected will be rejected[1].

Ofgem also recommends that any additional evidence collected as part of these forms be handled as the final step in the process to adhere to Data Protection Act 2018 requirements[2].

For better understanding on how your data will be used under The Great British Insulation Scheme or ECO4 please visit our website[3].

Please be aware some sections are scheme specific – and have been labelled as so. If a section or question is not relevant to your scheme, please leave section blank. Otherwise, please fill out all questions.

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[1] Please see chapter 8 in the ECO4 Delivery Guidance for further information.
[2] https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources
[3] https://www.ofgem.gov.uk/environmental-and-social-schemes/great-british-insulation-scheme,
https://www.ofgem.gov.uk/publications/eco-privacy-notice

Completing the post installation declaration form

	Form Information
Section A	This section is designed to capture the details of the occupier or landlord. **It must be signed by the occupier or landlord, unless the property is social housing.**
Section B	This section is designed to capture the details of the completed project. It must be completed by the Retrofit Coordinator or by the relevant operatives, where the project consists only of DHC and/or DLMs.
Section C	This section is designed to capture the details of the measures carried out. This must be completed by the Retrofit Coordinator. once the project/measure is completed.
Section D	This section is designed to capture the details of district heating connection (DHC) measures that have been carried out as part of a project. It must be completed by the installer once the project/ measure is completed.
Section E	This section contains declarations of compliance with PAS, MCS and building/other regulations. It must be completed by all operatives carrying out measures within the project.
Section F	This section is developed to be signed from the Retrofit Coordinator or relevant operatives upon the completion of the ECO4 project. The section is designed to capture multiple operatives.
Section G	This section is designed to capture the POPT calculation for partial project scores. To be completed by the qualified operative who completed the installation in accordance with PAS, or other relevant standard where PAS is not applicable. May be completed offsite when work has been subcontracted.

Occupier/Landlord Details and Declaration

Occupier or Landlord confirms all information is true by signing section A

- The installation date recorded next to the measure(s) described on the following page or on the attached spreadsheet is/are correct.
- The retrofit coordinator has demonstrated and explained the use and maintenance of (or relating to) any measure and has provided operating instructions and system documentation for the installed measure(s) described on the following page. The Installer has also made me aware of the need to continue to maintain the fabric (walls, floors, and roof).
- I confirm that the premises was occupied before the date of completed installation[4].
- For Internal Wall Insulation measures, where any rooms have been left uninsulated, I confirm that the installer has made me aware of the importance of continuous ventilation, and heating those rooms to at least 18˚C.

Occupier/Landlord Details:	☐ Private Tenant ☐ Owner occupier ☐ Landlord[5] / Managing Agent[6]
Occupier/Landlord print name[7] and full address including postcode[8]:	Full name: Address:
Contact phone No and email address:	Contact number: _____ Email address[9]: _____

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[4] Applicable only for those premises built from 1st April 2022 and to be signed by the landlord or non-resident owner, excluding the repair of broken heating measures.

[5] Including social housing providers

[6] Landlord's authorised property management agent.

[7] Occupier is the applicant/individual receiving the ECO4 measure. If you are signing on behalf of the occupier, the occupier name should still be printed here.

[8] Address of property where retrofit has occurred.

[9] If email address is not available enter N/A

Signature or signing on behalf of occupier[10]:	Print name:	Occupier relationship:
	Signature:	Date:

B. Retrofit Details (To be completed by Retrofit Coordinator)[11]

	1.Are all measures lodged with Trustmark?	☐ Yes (Enter Project Number below) Project Number: _____ ☐ No ☐ N/A[12]: _____ (Tick only when no measures to be installed are covered by PAS2035)
	2.Type of Measure(s)	☐ Regular ECO4 ☐ Data Light ☐ Standard AM[13] ☐ Great British Insulation Scheme
ECO4 Only	3. Building Fabric Repair Cost	
ECO4 only	4.Installation Standards[14]	☐ MCS ☐ PAS 2030:19 ☐ Non-Pas
	5. Have any other measures been carried out outside scheme eligible measures?[15]	☐ Yes Measure 1: ☐ No Measure 2:

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[10] If you are signing on behalf of the occupier, you must not be the installer, energy supplier or any other party in the supply chain responsible for this measure. By signing this, you do not sacrifice any rights to remedy.

[11] Or by the relevant operatives, where the project consists only of DHC and/or DLMs

[12] Not all measures eligible for ECO4 are required to be lodged with Trustmark eg. DHC.

[13] Standard Alternative Methodology measure

[14] In cases where multiple installation standards followed relevant boxes.

[15] If a measure is installed outside of either scheme's eligible measures, then a full project score cannot be awarded.

			Evidence:[16]
	6. Have innovation measures been installed?	☐ Yes (If yes, confirm evidence held to demonstrate correct product/ system followed) ☐ No	☐ A valid guarantee certificate which states the product/ system installed ☐ Mid and post install photographic evidence ☐ Other, please specify:
ECO4 only	7.Has hydraulic balancing been carried out?[17]	☐ Yes ☐ No ☐ N/A	
ECO4 Only	8.What is the post fuel type?[18]		

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[16] For innovation measures, suppliers must hold evidence that the approved product was installed and/ or process followed. Evidence required for each innovation measure is listed on the ECO4 approved innovation measure list. Where more than one innovation measure, list evidence held for each separately.

[17] ECO4: 2022 -2026: government response (publishing.service.gov.uk)

[18] Enter fuel type also for district heating connections.

C. Measure(s) Details

Insulation Measures[19]	Product Details[20]	Is POPT≥ 67%? (Y/N)[21]	Date Measure Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
Cavity Wall Insulation (B1) ☐ 0.027 ☐ 0.033 ☐ 0.04				
Cavity Wall Insulation of a Cavity with Partial Fill Insulation (B1)				
Party Cavity Wall Insulation (B1)				
External Wall Insulation (B4) ☐ Cavity ☐ Solid Thickness Installed:_____mm				
Internal Wall Insulation (B8) ☐ Cavity ☐ Solid Thickness Installed:_____mm				
External Hybrid Wall Insulation (B7) ☐ Cavity ☐ Solid Thickness Installed:_____mm				

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[19] Thickness installed is the thickness of the insulation material alone and does not include any boarding, rendering etc.

[20] Enter the following details: manufacture, product name, serial number (Eg. Insulation Inc ECO Therm,12/3456)

[21] If answer is no then actual POPT should be entered.

Insulation Measures[19]	Product Details[20]	Is POPT≥ 67%? (Y/N)[21]	Date Measure Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
Internal Hybrid Wall Insulation (B7) ☐ Cavity ☐ Solid Thickness Installed:_____mm				
Loft Insulation (B9) ☐ <=100 ☐ >100 Start Depth(mm):_____ Finish Depth(mm):_____				
Roof Insulation ☐ Pitched (B10) ☐ Flat (B5)				
Room in Roof Insulation (B12) ☐ Yes-Residual loft insulated by installer ☐ No-Residual loft not insulated by installer ☐ N/A-No residual loft area present				
Underfloor Insulation(B6) ☐ Solid ☐ Suspended				

	Insulation Measures[19]	Product Details[20]	Is POPT≥ 67%? (Y/N)[21]	Date Measure Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
	Park Home Insulation (B13) ☐ Floor ☐ Wall ☐ Roof				
	Other Insulation ☐ Draught Proofing (B2)				
ECO4 only	**Window glazing (B3)** ☐ Single to double ☐ Improved double				
ECO4 Only	**Higher performance external doors (B3)**				

	Heating Measures	Product Details[22]	Is POPT≥ 67%? (Y/N)	Date measure Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
ECO4 only	**Boiler Measures** PAS annex's ☐ Broken _____ ☐ Repair _____ ☐ Upgrade _____				
ECO4 only	**First Time Central Heating** PAS annex _____				
	Heating Controls (C5) ☐ Programmer and room thermostat ☐ TRVs ☐ Smart Thermostats ☐ Weather Compensation ☐ Load Compensation ☐ TTZC				
	Please record the number of heating controls present post install: Programmers and RT: _____ Room Thermostat: _____ Smart Thermostat: _____ TTZC (number of zones): _____ TRVs: _____ Number of radiators: _____ Weather Compensation: _____ Load Compensation: _____				

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[22] Enter brand, model and serial number for all new heating measures installed at the product details. (Including Boiler, ESH, DHC and renewable installed as FTCH)

Solar PV measures only						
	Product Detail	KWp	OI Factor	Inclination	Orientation	Individual Array POPT
ECO 4 only						
				Date installed (DD/MM/YYYY)	**Handover Date (DD/MM/YYYY)**	**Total Measure POPT**

Other measures (Including data light and alternative methodology)					
	Type of measure[24]:	Product detail	Is POPT≥ 67%? (Y/N)[25]	Date installed (DD/MM/YYYY)	Date of handover (DD//MM/YYY)

	Heating Measures	Product Details[22]	Is POPT≥ 67%? (Y/N)	Date measure Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
ECO4 only	**Electric Storage Heater (D1)[23]** ☐ Broken ☐ Repair ☐ Upgrade				
ECO4 only	**District Heating Connection** ☐ New ☐ Repair				

D. Projects including a District Heating Connection Measure or Repair Projects

This section is for ECO4 only.

1. Installer information	
Name of installer, company, and address	
Installer qualification: ☐ NVQ Level 2 or 3 in gas, plumbing, or mechanical engineering ☐ TrustMark registered installer ☐ Appropriate skills and experience	State other appropriate qualification e.g. certification schemes, gas safe etc.[26]
2. Information on the district heating system	
☐ Heat wholly or mainly from electric ☐ Heat wholly or partly from biofuel, oil, or liquified petroleum gas ☐ Heat wholly or mainly from a renewable energy system ☐ Installation of GSHP that draws heat from a SGL[27] ☐ Other, please provide details: _____	Details, including efficiency:

Was a wet central heating system installed alongside the DHC?[28]	☐ Yes ☐ No

3. Consumer protection	
Registration with Heat Trust Scheme or equivalent:	☐ N/A – connection to a DHS that uses a shared ground loop ☐ Registered with Heat Trust[29] ☐ Other equivalent arrangements - enter details of registration below: _____

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[26] On date relevant qualification and pictorial evidence must be provided
[27] A ground loop supplying multiple premises.
[28] Picture evidence should be held.
[29] We will use a Data Sharing Agreement with Heat Trust to check DHCs are registered with the Heat Trust Scheme.

4. Information for in-fill DHC measures		
If the project is a house in-fill, has a relevant person confirmed in writing that, to the best of that person's knowledge and belief, no changes were made to the premises after the pre-installation EPC was issued and before the measure was completed which would increase the energy performance rating of the premises to band A, B or C?		☐ Yes ☐ No ☐ N/A
DHC measure installer signature and date:		Date:

E. Compliance Declaration

1.For measures in compliance with PAS, complete the declaration below

The installation of the energy efficiency measures listed below at the address provided in section A and handed over on the date listed in section C has been undertaken on the basis of

a retrofit design claimed to comply with PAS 2035, using a process complying with PAS 2030, including Annexes indicated in section C.

Measures	Retrofit Installer	Certification Body:[30]
1:_____	_____	_____
2:_____	_____	_____
3:_____	_____	_____
4:_____	_____	_____
5:_____	_____	_____
6:_____	_____	_____
7:_____	_____	_____
8:_____	_____	_____
9:_____	_____	_____

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[30] Required only where PAS compliance is confirmed by independent third-party certification or other party certification. For Certification body enter the installing company's certification body and for Retrofit installer enter the name of the installer/operative who carried out the installation.

3.For measures not installed to PAS or MCS, complete the declaration below This section is for ECO4 only	
I confirm the installation process used to carry out the energy efficiency measure listed below, at the address provided in section A, and handed over on the date listed in section C, complies with building regulation and any other regulation that relates to the installation of the measure.	
Measures 1: _____ 2: _____ 3: _____	Installer/Operative: _____ _____ _____

2.For measures in compliance with MCS, complete the declaration below This section is for ECO4 only	
The installation of the energy efficiency measure(s) listed below, at the address provided in section A, and handed over on the date listed in section C, has been undertaken using an installation process complying with [*tick as appropriate*] ☐ MIS 3002:2020 (Solar PV) ☐ MIS 3004:2015 (Biomass) ☐ MIS 3005:2017 (Heat Pump) ☐ MIS 3007:2018 (MicroCHP)	
Measures 1: _____ 2: _____	Retrofit Installer[31] _____ _____

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[31] Record both individual names and company names

F. Retrofit Coordinator/Installer(s) Declaration

Please confirm the following statements are true by signing below:[32]
• I confirm that the installation details recorded for the measure(s) described on the previous pages or on the attached spreadsheet are true and correct. Any fraudulent activity including falsifying statements, falsifying signatures, and copying - pasting may be reported to the Police/Action Fraud or a similar organisation. This may affect the validity of any measure installed and the measure may be rejected.

• The handover included copies of all relevant warranties and manuals, and verbal instructions were given on how to use and maintain the measure.

• **For loft insulation measures with ≤ 100mm pre-existing insulation only:**
I confirm that a loft declaration is secured in the loft, near the hatch.

• **For premises unoccupied after 1 April 2022 only**:
I confirm that to the best of my knowledge, the property was built before 1 April 2022.

• I confirm that I have followed (tick appropriate) ☐ ECO4 / ☐ Great British Insulation Scheme relevant requirements to carry out the installation(s) of measures following the pre RdSAP/SAP assessment[33].

➢ Questions F1, F2 and F3 are mandatory for all measures regardless of falling into PAS compliance or non-PAS compliance.

➢ For measures inside the scope of PAS 2030, completing questions F4-F8 is optional. For measures outside of PAS 2030, completing questions F4-F8 is mandatory**.**

➢ For measures within the scope of PAS 2030, questions F9 to F13 are mandatory if work is subcontracted.

Retrofit Coordinator / Operative Declaration[34]		
1.Name of Retrofit Coordinator or DHC		Certificate No(s):
2.Address details:		

3.Retrofit Coordinator or DHC Operative signature:		Date of project completed installation[35]:	
4.Name of Operative 1		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
5.Name of Operative 2		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
6.Name of Operative 3		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
7.Name of Operative 4		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
8.Name of Operative 5		Certificate No(s):	
i. Company		Signature	
ii. Address details:			

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[35] To be filled by Retrofit Coordinator or DHC operative.

Subcontracted operative signature (only to be completed when work is subcontracted)			
9.Name of Operative 1		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
10.Name of Operative 2		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
11.Name of Operative 3		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
12.Name of Operative 4		Certificate No(s):	
i. Company		Signature	
ii. Address details:			
13.Name of Operative 5		Certificate No(s):	
i. Company		Signature	
ii. Address details:			

G. POPT Calculation for ECO4 or Great British Insulation Scheme Scores

Relevant tables are required to be completed according to insulation measure(s) installed.

Roof insulation measures only									
Enter areas with a different roof type (or where a different roof insulation measure/depth is being installed) as extensions. For RIRI, the total residual loft area should be included in the RIR area recorded below. For further information on RIRI measure please see RIRI section in ECO4 Delivery Guidance.									
Property section (main loft, extension etc)	**Roof type Flat / Pitched / RIR**	**Roof area (M²)**	**m² and type of insulation to be installed[36]**						
			≤ 100mm		>100mm		FRI		RIRI
			≤ 100mm		>100mm		FRI		RIRI
			≤ 100mm		>100mm		FRI		RIRI
			≤ 100mm		>100mm		FRI		RIRI
			≤ 100mm		>100mm		FRI		RIRI
Total roof area[37]		A	≤ 100mm	B	>100mm	C	FRI	D	RIRI	E

≤ 100mm POPT	B/A= %	FRI POPT		D/A= %
> 100mm POPT	C/A= %	**Percentage of RIRI measure installed[38]**		F **%**
		RIRI POPT		(E x F)/A= %

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[36] For RIRI, 'E' refers to the floor area of the RIR + the residual area, not the amount of insulation installed.
[37] For RIRI measures, the total roof area is the footprint area and not all the elements of the RIRI measure.
[38] Previous versions of the POPT calculation referred to 'percentage of measure installed'. We no longer use this terminology, but the calculation gives the same result.

Under Floor insulation measures only			
Property section (main property, extension etc)	**Floor construction e.g. suspended timber**	**Area M^2**	**M^2 of insulation to be installed**
Underfloor Insulation POPT	B/A= %	**Total floor area** A	B

IWI / EWI / CWI measures only						
Enter each different type of wall area as an extension. Wall area must include all <u>heat loss wall areas</u> (including areas already insulated and areas that cannot be insulated).						
Property section (eg, main property, extension, front walls etc)	**Wall construction E.g. Cavity / cob / solid stone / solid brick / system / timber / park home**	**Wall area m^2 (excl windows and doors)**	**M^2 of insulation to be installed**			
			CWI		IWI/EWI	
			CWI		IWI/EWI	
			CWI		IWI/EWI	
			CWI		IWI/EWI	
			CWI		IWI/EWI	
Total wall areas		A	CWI	B	IWI/EWI	C
		Total wall areas		IWI/EWI (type 2)		D
CWI POPT	B/A= %		**IWI/EWI POPT (type 2)**	D/A= %		
IWI/EWI POPT	C/A= %					

Solid Floor insulation measures only			
Property section (main property, extension etc)	**Floor construction e.g. solid concrete**	**Area (m²)**	**m² of insulation to be installed**
Solid Floor Insulation POPT	**B/A= %** / **Total floor area**	A	B