

## Energy Company Obligation (ECO4) Post-Installation and Installer 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 customer.

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.

### Completing the post installation declaration form

Guidance	
<b>Section A</b>	This section is designed to capture the details of the customer who resides in the premises at the beginning of the project. It must be signed by the customer.
<b>Section B</b>	This section is designed to capture the details of the completed project. It must be completed by the Retrofit Coordinator <sup>1</sup> and all questions are mandatory.
<b>Section C</b>	This section is designed to capture the details of the measures carried out. This must be completed by the Retrofit Coordinator <sup>1</sup> once the project/measure is completed. Complete relevant sections according to measures installed.
<b>Section D</b>	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.
<b>Section E</b>	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.
<b>Section F</b>	Section is developed to be signed from the Retrofit Coordinator <sup>1</sup> and operatives upon the completion of the ECO4 project. The section is designed to capture multiple operatives. Both Retrofit Coordinator and operative/s confirm that the information in this form is true and accurate by signing this section.
<b>Section G</b>	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.

<sup>1</sup> Or by the relevant operatives, where the project consists only of DHC and/or DLMs

**A. Customer Details and Declaration (This must be completed by the customer only)**

**Customer confirms all applicable statements are 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 operative has demonstrated and explained the use and maintenance of (or relating to) any measure and 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).
- Applicable only for those premises built from 1<sup>st</sup> April 2022 and to be signed by the landlord or non-resident owner, excluding the repair of broken heating measures. I confirm that the premises were occupied before the date of completed installation.
- I confirm that the address where the ECO measures are installed is the primary residence of the customer and is not a second home.
- 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.

Customer Details:	<input type="checkbox"/> Private Tenant	<input type="checkbox"/> Owner occupier	<input type="checkbox"/> Social housing tenant	<input type="checkbox"/> Landlord <sup>2</sup> / Managing Agent <sup>3</sup> Name of landlord or managing agent: _____
Customer print name <sup>4</sup> and full address including postcode:	Full name: _____ Address: _____ _____			
Contact phone No and email address:	Contact number: _____ Email address <sup>5</sup> : _____			
Customer signature:				Date: __ / __ / ____

<sup>2</sup> Including social housing providers

<sup>3</sup>Landlord's authorised property management agent.

<sup>4</sup>Customer is the applicant/individual receiving the ECO4 measure. If you are signing on behalf of the customer, the customer name should still be printed here.

<sup>5</sup> If email address is not available enter N/A

Signing on behalf of customer <sup>6</sup> :	Print name:	Relationship to customer:
	Signature:	Date: __ / __ / ____

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<sup>6</sup>If you are signing on behalf of the customer, 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.

## B. Project Details (To be completed by Retrofit Coordinator)<sup>7</sup>

1. Are all measures lodged with Trustmark?	<input type="checkbox"/> Yes (Enter Project Number below) Project Number: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A <sup>8</sup> : _____ (Tick only when no measures to be installed are covered by PAS2035)	
2. Type of Measures	<input type="checkbox"/> Regular ECO4 <input type="checkbox"/> Data Light <input type="checkbox"/> Standard AM <sup>9</sup>	
3. BFR <sup>10</sup> Cost		
4. Installation Standards	<input type="checkbox"/> MCS <input type="checkbox"/> PAS 2030:19 <input type="checkbox"/> Non-Pas	
5. Has any other measure been carried out outside ECO eligible measures? <sup>11</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure 1: _____ Measure 2: _____
6. Has smart meter advice been issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Have innovation measures been installed?	<input type="checkbox"/> Yes (If yes, confirm evidence held to demonstrate correct product/ system followed) <input type="checkbox"/> No	Evidence: <sup>12</sup> <input type="checkbox"/> A valid guarantee certificate which states the product/ system installed <input type="checkbox"/> Mid and post install photographic evidence <input type="checkbox"/> Other, please specify:
8. Has hydraulic balance carried out? <sup>13</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. What is the post fuel type? <sup>14</sup>		

<sup>7</sup> Or by the relevant operatives, where the project consists only of DHC and/or DLMs

<sup>8</sup> Not all measures eligible for ECO4 are required to be lodged with Trustmark eg.DHC.

<sup>9</sup> Standard Alternative Methodology measure

<sup>10</sup> Building Fabric Repair

<sup>11</sup> If a measure is installed outside the ECO eligible measures, then a full project score cannot be awarded.

<sup>12</sup> 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.

<sup>13</sup> [ECO4: 2022 -2026: government response \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101212/eco4-2022-2026-gov-response.pdf)

<sup>14</sup> Enter fuel type also for district heating connections

## C. Measure Details

Insulation Measures <sup>15</sup>	Product Details <sup>16</sup>	Is POPT $\geq$ 67%? (Y/N) <sup>17</sup>	Measure Date Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
<b>Cavity Wall Insulation (B1)</b>  <input type="checkbox"/> 0.027 <input type="checkbox"/> 0.033 <input type="checkbox"/> 0.04				
<b>Cavity Wall Insulation of a Cavity with Partial Fill Insulation (B1)</b>				
<b>Party Cavity Wall Insulation (B1)</b>				
<b>External Wall Insulation (B4)</b>  <input type="checkbox"/> Cavity <input type="checkbox"/> Solid Thickness Installed: _____mm				
<b>Internal Wall Insulation (B8)</b>  <input type="checkbox"/> Cavity <input type="checkbox"/> Solid Thickness Installed: _____mm				

<sup>15</sup> Thickness installed is the thickness of the insulation material alone and does not include any boarding, rendering etc.

<sup>16</sup> Enter the following details: manufacture, product name, serial number ( Eg. Insulation Inc ECO Therm,12/3456)

<sup>17</sup> If answer is no then actual POPT should be entered.

Insulation Measures <sup>15</sup>	Product Details <sup>16</sup>	Is POPT $\geq$ 67%? (Y/N) <sup>17</sup>	Measure Date Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
<b>External Hybrid Wall Insulation (B7)</b> <input type="checkbox"/> Cavity <input type="checkbox"/> Solid Thickness Installed: _____ mm				
<b>Internal Hybrid Wall Insulation (B7)</b> <input type="checkbox"/> Cavity <input type="checkbox"/> Solid Thickness Installed: _____ mm				
<b>Loft Insulation (B9)</b> <input type="checkbox"/> LI_lessequal100 <input type="checkbox"/> LI_greater100 Start Depth(mm): _____ Finish Depth(mm): _____				
<b>Roof Insulation</b> <input type="checkbox"/> Pitched (B11) <input type="checkbox"/> Flat (B5)				
<b>Room in Roof Insulation(B13)</b> <input type="checkbox"/> Yes-Residual loft insulated by installer <input type="checkbox"/> No-Residual loft not insulated by installer				

Insulation Measures <sup>15</sup>	Product Details <sup>16</sup>	Is POPT $\geq$ 67%? (Y/N) <sup>17</sup>	Measure Date Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
<input type="checkbox"/> N/A-No residual loft area present				
<b>Underfloor Insulation(B6)</b>  <input type="checkbox"/> Solid <input type="checkbox"/> Suspended				
<b>Park Home Insulation(B13)</b>  <input type="checkbox"/> Floor <input type="checkbox"/> Wall <input type="checkbox"/> Roof				
<b>Other Insulation</b>  <input type="checkbox"/> Draught Proofing (B2)				
<b>Window glazing (B3)</b> <input type="checkbox"/> Single to double <input type="checkbox"/> Improve double				
<b>Higher performance external doors (B3)</b>				

Heating Measures <sup>18</sup>	Product Details	Is POPT ≥ 67%? (Y/N)	Measure Date Installed (DD/MM/YY YY)	Date of Handover (DD/MM/YYYY)
<b>Boiler Measures</b> PAS annex _____ <input type="checkbox"/> Broken _____ <input type="checkbox"/> Repair _____ <input type="checkbox"/> Upgrade _____				
<b>First Time Central Heating</b> PAS annex _____				
<b>Heating Controls (C5)</b> <input type="checkbox"/> <b>Programmer and room thermostat</b> <input type="checkbox"/> TRVs <input type="checkbox"/> Smart Thermostats <input type="checkbox"/> Weather Compensation <input type="checkbox"/> Load Compensation <input type="checkbox"/> TTZC				
Please record the number of heating controls present post install:	Programmers: _____ Smart Thermostat: _____ TRVs: _____ Weather Compensation: _____	Room Thermostat: _____ TTZC (number of zones): _____ Number of radiators: _____ Load Compensation: _____		
<b>Electric Storage Heater (D1)</b> <input type="checkbox"/> Broken <input type="checkbox"/> Repair <input type="checkbox"/> Upgrade				

<sup>18</sup> 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)



Heating Measures <sup>18</sup>		Product Details			Is POPT ≥ 67%? (Y/N)	Measure Date Installed (DD/MM/YY YY)	Date of Handover (DD/MM/YYYY)		
<b>District Heating Connection</b>									
<input type="checkbox"/> New <input type="checkbox"/> Repair									
Solar PV measures only									
KWp		OI Factor		Inclination		Orientation		POPT	%
Other measures (Including data light and alternative methodology)									
Type of measure <sup>19</sup> :	Product detail			Is POPT ≥ 67%? (Y/N) <sup>20</sup>	Date installed (DD/MM/YYYY)	Date of handover (DD//MM/YYYY)			

<sup>19</sup> Enter relevant type of measure eg DLM

<sup>20</sup> If answer is no then actual POPT should be entered.

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

Installer information	
Name of installer, company, and address	
Installer qualification: <input type="checkbox"/> NVQ Level 2 or 3 in gas, plumbing, or mechanical engineering <input type="checkbox"/> TrustMark registered installer <input type="checkbox"/> Appropriate skills and experience: Please state below:	State other relevant qualification eg certification schemes, gas safe etc. <sup>21</sup>
Information on the district heating system	
<input type="checkbox"/> Heat wholly or mainly from electric <input type="checkbox"/> Heat wholly or mainly from gas <input type="checkbox"/> Heat wholly or partly from biofuel, oil, or liquified petroleum gas <input type="checkbox"/> Heat wholly or mainly from a renewable energy system <input type="checkbox"/> Other, please provide details:	Details, including efficiency:
Was a wet central heating system installed alongside the DHC? <sup>22</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consumer protection	
Registration with Heat Trust Scheme or equivalent:	<input type="checkbox"/> N/A – connection to a DHS that uses a shared ground loop <input type="checkbox"/> Registered with Heat Trust <sup>23</sup> <input type="checkbox"/> Other equivalent arrangements - enter details of registration:
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
DHC measure installer signature and date:	Date: ___ / ___ / _____

<sup>21</sup> On date relevant qualification and pictorial evidence must be provided

<sup>22</sup> Picture evidence should be held.

<sup>23</sup> We will use a Data Sharing Agreement with Heat Trust to check DHCs are registered with the Heat Trust Scheme.

## E. Compliance Declaration

### 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: <sup>24</sup>
1: _____	_____	_____
2: _____	_____	_____
3: _____	_____	_____
4: _____	_____	_____
5: _____	_____	_____

### For measures in compliance with MCS, 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 using an installation process complying with [\*delete as appropriate\*] \*MIS 3002:2020\* (for Solar PV) or \*MIS 3004:2015\* (for Biomass) or \*MIS 3005:2017\* (for Heat Pumps) or \*MIS 3007:2018\* (for MicroCHP).

Measures	Retrofit Installer
1: _____	_____
2: _____	_____

### For measures not installed to PAS or MCS, complete the declaration below

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	Installer/Operative:
1: _____	_____
2: _____	_____
3: _____	_____


<sup>24</sup> Required only where PAS compliance is confirmed by independent third-party certification or other party certification.

## F. Retrofit Coordinator/Operative Declaration

### Please confirm the following statements are true by signing below:<sup>25</sup>

- 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.
- For First Time Central Heating measures I confirm that there is no evidence that at any point prior to the installation of the boiler the premises had a central heating system, district heating system, or renewable system nor, immediately prior to the installation, did the premises have a working, efficient electric storage heater(s).
- 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 $\leq 100\text{mm}$ 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:

To the best of my knowledge, the property was built before 1 April 2022.

### Retrofit Coordinator / Operative Declaration and PAS details<sup>26</sup>

Name of Retrofit Coordinator <sup>27</sup>		PAS Certificate No(s):	
Company			
Address details:			
Name of Operative 1		PAS Certificate No(s):	
Company		Signature	
Address details:			
Name of Operative 2		PAS Certificate No(s):	
Company			
Address details:			
Name of Operative 3		PAS Certificate No(s):	
Company			

<sup>25</sup> Each operative is responsible and accountable for the measure they installed. In signing this section, operatives confirm the below statements only in respect of the measures they have installed themselves.

<sup>26</sup> Please enter PAS Certificate No(s) for each operative if applicable

<sup>27</sup> Not required for projects which consist only of a DHC measure or a DHC and data light measures only.

Address details:			
Name of Operative 4		PAS Certificate No(s):	
Company			
Address details:			
Name of Operative 5		PAS Certificate No(s):	
Company			
Address details:			
Retrofit Coordinator:		Date of project completed installation: (To be filled by Retrofit Coordinator)	
Retrofit Coordinator Signature:		-- / -- / ----	
<b>Subcontracted operative signature (only to be completed when work is subcontracted)</b>			
Name of Operative 1		Certificate No(s):	
Company		Signature	
Address details:			
Name of Operative 2		Certificate No(s):	
Company		Signature	
Address details:			
Name of Operative 3		Certificate No(s):	
Company		Signature	
Address details:			
Name of Operative 4		Certificate No(s):	
Company		Signature	
Address details:			
Name of Operative 5		Certificate No(s):	

Company		Signature	
Address details:			

## G. POPT Calculation for ECO4 Partial Project Scores

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 (M <sup>2</sup> )	m <sup>2</sup> and type of insulation to be installed <sup>28</sup>							
			≤ 100mm		>100m m		FRI		RIRI	
			≤ 100mm		>100m m		FRI		RIRI	
			≤ 100mm		>100m m		FRI		RIRI	
			≤ 100mm		>100m m		FRI		RIRI	
			≤ 100mm		>100m m		FRI		RIRI	
<b>Total roof area<sup>29</sup></b>		A	≤ 100mm	B	>100m m	C	FRI	D	RIRI	E
<b>≤ 100mm POPT</b>	B/A= %		<b>FRI POPT</b>					D/A= %		
<b>&gt; 100mm POPT</b>	C/A= %		<b>Percentage of RIRI measure installed<sup>30</sup></b>					F %		
		<b>RIRI POPT</b>					(E x F)/A= %			

<sup>28</sup> For RIRI, 'E' refers to the floor area of the RIR + the residual area, not the amount of insulation installed. The elements of the RIR that have been insulated should be recorded in the RIRI checklist to calculate the POMI.

<sup>29</sup> For RIRI measures, the total roof area is the footprint area and not all the elements of the RIRI measure.

<sup>30</sup> For RIRI, percentage of the measure installed should be calculated in the RIRI checklist and recorded here.

Under Floor insulation measures only			
Property section (main property, extension etc)	Floor construction e.g. suspended timber	Area M <sup>2</sup>	M <sup>2</sup> of insulation to be installed
<b>Underfloor Insulation POPT</b>	<b>B/A= %</b>	<b>Total floor area</b>	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 <sup>2</sup> (excl windows and doors)	M <sup>2</sup> of insulation to be installed		
			CWI	IWI/EWI	
			CWI	IWI/EWI	
			CWI	IWI/EWI	
			CWI	IWI/EWI	
			CWI	IWI/EWI	
<b>Total wall areas</b>		A	CWI	B	IWI/EWI C
<b>Total wall areas</b>				IWI/EWI (type 2)	D
<b>CWI POPT</b>	<b>B/A= %</b>		<b>IWI/EWI POPT (type 2)</b>	<b>D/A= %</b>	
<b>IWI/EWI POPT</b>	<b>C/A= %</b>				



Solid Floor insulation measures only			
Property section (main property, extension etc)	Floor construction e.g. solid concrete	Area (m <sup>2</sup> )	m <sup>2</sup> of insulation to be installed
<b>Solid Floor Insulation POPT</b>	<b>B/A=    %</b>	<b>Total floor area</b>	
		A	B