
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.

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

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 requirements¹.

¹ [Data Protection Act 2018 \(legislation.gov.uk\)](https://legislation.gov.uk)

Completing the post installation declaration form

Guidance	
Section A	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.
Section B	This section is designed to capture the details of the completed project. It must be completed by the Retrofit Coordinator ² and all questions are mandatory.
Section C	This section is designed to capture the details of the measures carried out. This must be completed by the Retrofit Coordinator ² once the project/measure is completed. Complete relevant sections according to measures installed.
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	<p>Section is developed to be signed from the Retrofit Coordinator² or relevant operatives upon the completion of the ECO4 project. The section is designed to capture multiple operatives.</p> <ul style="list-style-type: none"> ➤ For projects inside the scope of PAS 2030, completing questions F4-F8 is optional. ➤ For projects outside the scope of PAS 2030, questions F1 to F13 are mandatory. ➤ Questions F1, F2 and F3 are mandatory for all projects regardless of falling into PAS compliance or non-PAS compliance.
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.

² 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				
<ul style="list-style-type: none"> 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 1st 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 ³ / Managing Agent ⁴ Name of landlord or managing agent: _____
Customer print name ⁵ and full address including postcode:	Full name: _____ Address: _____			
Contact phone No and email address:	Contact number: _____ Email address ⁶ : _____			
Customer signature:				Date: __ / __ / ____
Signing on behalf of customer ⁷ :	Print name:		Customer relationship:	
	Signature:		Date: __ / __ / ____	

³ Including social housing providers

⁴Landlord's authorised property management agent.

⁵Customer 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.

⁶ If email address is not available enter N/A

⁷If 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)⁸

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 ⁹ : _____ (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 ¹⁰	
3. BFR ¹¹ Cost		
4. Installation Standards ¹²	<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? ¹³	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure 1: _____ Measure 2: _____
6. 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: ¹⁴ <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:
7. Has hydraulic balance been carried out? ¹⁵	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. What is the post fuel type? ¹⁶		

⁸ Or by the relevant operatives, where the project consists only of DHC and/or DLMs

⁹ Not all measures eligible for ECO4 are required to be lodged with Trustmark eg. DHC.

¹⁰ Standard Alternative Methodology measure

¹¹ Building Fabric Repair

¹² In cases where multiple installation standards followed relevant boxes.

¹³ If a measure is installed outside the ECO eligible measures, then a full project score cannot be awarded.

¹⁴ 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.

¹⁵ [ECO4: 2022 -2026: government response \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101421/eco4-2022-2026-government-response.pdf)

¹⁶ Enter fuel type also for district heating connections

C. Measure Details

Insulation Measures ¹⁷	Product Details ¹⁸	Is POPT \geq 67%? (Y/N) ¹⁹	Date Measure Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
Cavity Wall Insulation (B1) <input type="checkbox"/> 0.027 <input type="checkbox"/> 0.033 <input type="checkbox"/> 0.04				
Cavity Wall Insulation of a Cavity with Partial Fill Insulation (B1)				
Party Cavity Wall Insulation (B1)				
External Wall Insulation (B4) <input type="checkbox"/> Cavity <input type="checkbox"/> Solid Thickness Installed: _____mm				
Internal Wall Insulation (B8) <input type="checkbox"/> Cavity <input type="checkbox"/> Solid Thickness Installed: _____mm				

¹⁷ Thickness installed is the thickness of the insulation material alone and does not include any boarding, rendering etc.

¹⁸ Enter the following details: manufacture, product name, serial number (Eg. Insulation Inc ECO Therm,12/3456)

¹⁹ If answer is no then actual POPT should be entered.

Insulation Measures ¹⁷	Product Details ¹⁸	Is POPT \geq 67%? (Y/N) ¹⁹	Date Measure Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
External Hybrid Wall Insulation (B7) <input type="checkbox"/> Cavity <input type="checkbox"/> Solid Thickness Installed: _____mm				
Internal Hybrid Wall Insulation (B7) <input type="checkbox"/> Cavity <input type="checkbox"/> Solid Thickness Installed: _____mm				
Loft Insulation (B9) <input type="checkbox"/> \leq 100 <input type="checkbox"/> $>$ 100 Start Depth(mm): _____ Finish Depth(mm): _____				
Roof Insulation <input type="checkbox"/> Pitched (B10) <input type="checkbox"/> Flat (B5)				
Room in Roof Insulation (B12) <input type="checkbox"/> Yes-Residual loft insulated by installer <input type="checkbox"/> No-Residual loft not insulated by installer <input type="checkbox"/> N/A-No residual loft area present				

Insulation Measures ¹⁷	Product Details ¹⁸	Is POPT \geq 67%? (Y/N) ¹⁹	Date Measure Installed (DD/MM/YYYY)	Date of Handover (DD/MM/YYYY)
Underfloor Insulation(B6) <input type="checkbox"/> Solid <input type="checkbox"/> Suspended				
Park Home Insulation (B13) <input type="checkbox"/> Floor <input type="checkbox"/> Wall <input type="checkbox"/> Roof				
Other Insulation <input type="checkbox"/> Draught Proofing (B2)				
Window glazing (B3) <input type="checkbox"/> Single to double <input type="checkbox"/> Improve double				
Higher performance external doors (B3)				

Heating Measures	Product Details ²⁰	Is POPT ≥ 67%? (Y/N)	Measure Date Installed (DD/MM/YY YY)	Date of Handover (DD/MM/YYYY)
Boiler Measures PAS annex <input type="checkbox"/> Broken _____ <input type="checkbox"/> Repair _____ <input type="checkbox"/> Upgrade _____				
First Time Central Heating PAS annex _____				
Heating Controls (C5) <input type="checkbox"/> Programmer and room thermostat <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 and RT: _____ Smart Thermostat: _____ TRVs: _____ Weather Compensation: ____		Room Thermostat: _____ TTZC (number of zones): _____ Number of radiators: _____ Load Compensation: _____	
Electric Storage Heater (D1)²¹ <input type="checkbox"/> Broken <input type="checkbox"/> Repair <input type="checkbox"/> Upgrade				

²⁰ 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)

²¹ If more than one ESH installed in a property, then enter details at the "Other Section" below.

Heating Measures		Product Details ²⁰		Is POPT ≥ 67%? (Y/N)	Measure Date Installed (DD/MM/YY YY)	Date of Handover (DD/MM/YYYY)
District Heating Connection						
<input type="checkbox"/> New <input type="checkbox"/> Repair						
Solar PV measures only						
Product Detail	KWp	OI Factor	Inclination	Orientation	Individual Array POPT	
			Date installed (DD/MM/YYYY)	Handover Date (DD/MM/YYYY)	Total Measure POPT	
Other measures (Including data light and alternative methodology)						
Type of measure ²² :	Product detail	Is POPT ≥ 67%? (Y/N) ²³		Date installed (DD/MM/YYYY)	Date of handover (DD//MM/YYY)	

²² Enter relevant type of measure eg DLM, Solar PV, ESH etc.

²³ If answer is no then actual POPT should be entered.

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

1. 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	State other appropriate qualification eg certification schemes, gas safe etc. ²⁴
2. Information on the district heating system	
<input type="checkbox"/> Heat wholly or mainly from electric <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"/> Installation of GSHP that draws heat from a SGL ²⁵ <input type="checkbox"/> Other, please provide details: _____	Details, including efficiency:
Was a wet central heating system installed alongside the DHC? ²⁶	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. 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 ²⁷ <input type="checkbox"/> Other equivalent arrangements - enter details of registration below: _____
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
DHC measure installer signature and date:	Date: ___ / ___ / ____

²⁴ On date relevant qualification and pictorial evidence must be provided

²⁵ A ground loop supplying multiple premises.

²⁶ Picture evidence should be held.

²⁷ We will use a Data Sharing Agreement with Heat Trust to check DHCs are registered with the Heat Trust Scheme.

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: ²⁸
1: _____	_____	_____
2: _____	_____	_____
3: _____	_____	_____
4: _____	_____	_____
5: _____	_____	_____
6: _____	_____	_____
7: _____	_____	_____
8: _____	_____	_____
9: _____	_____	_____

2. 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 [*tick as appropriate*] MIS 3002:2020 (Solar PV) MIS 3004:2015 (Biomass) MIS 3005:2017 (Heat Pump) MIS 3007:2018 (MicroCHP)

Measures	Retrofit Installer ²⁹
1: _____	_____
2: _____	_____

3. 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: _____	_____

²⁸ Required only where PAS compliance is confirmed by independent third-party certification or other party certification. For Certification body enter the installing company certification body and for Retrofit installer enter the name of the installer/operative who carried out the installation.

²⁹ Record both individual names and company names

F. Retrofit Coordinator/Operative Declaration

Please confirm the following statements are true by signing below:³⁰

- 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 $\leq 100\text{mm}$ 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:**
I confirm that to the best of my knowledge, the property was built before 1 April 2022.

Retrofit Coordinator / Operative Declaration³¹

1.Name of Retrofit Coordinator or DHC Operative		Certificate No(s):	
2.Address details:			
3.Retrofit Coordinator or DHC Operative signature:		Date of project completed installation ³² :	__/__/____
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:			

³⁰ 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.

³¹ For non-PAS measures enter the operative certificate number issued by the relevant accreditation body. For PAS measures enter the Trustmark Licence Number known as TMLN and is associated with the scheme.

³² To be filled by Retrofit Coordinator or DHC operative.

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:			
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 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 ²)	m ² and type of insulation to be installed ³³							
			≤ 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	
Total roof area³⁴		A	≤ 100mm	B	>100m m	C	FRI	D	RIRI	E
≤ 100mm POPT	B/A= %		FRI POPT					D/A= %		
> 100mm POPT	C/A= %		Percentage of RIRI measure installed³⁵					F %		
		RIRI POPT					(E x F)/A= %			

³³ 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 POMIC.

³⁴ For RIRI measures, the total roof area is the footprint area and not all the elements of the RIRI measure.

³⁵ 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 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
			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 (m ²)	m ² of insulation to be installed
Solid Floor Insulation POPT	B/A= %	Total floor area	
		A	B