

Energy Company Obligation (ECO4) Pre-Installation Project Survey v2

Introduction

The purpose of this form is to collect project-level information before the installation of measures takes place. The form may be completed offsite when work has completed.

The information and details recorded here must be true and accurate. If issues arise that raise doubts around the accuracy of the evidence and information provided, measures will be investigated and may be rejected. Any fraudulent activity, including misrepresenting details of the property, may also be reported to law enforcement agencies.

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.

All photographic evidence in relation to a measure must be appropriate and in line with UK GDPR² and Data Protection Act 2018 requirements³.

Additional pages should be appended if there is not enough space in the fields provided.

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

² Please note you may be required to provide photographic evidence alongside this document. Photographic evidence in relation to a measure must be appropriate and in line with UK GDPR and Data Protection Act 2018 requirements.

³ [Guide to the UK General Data Protection Regulation \(UK GDPR\) | ICO](#)

Completing the pre-installation project survey form

Guidance	
Section A	<p>Collects details of the premises where the project is being carried out, such as address, floor area segment and starting SAP band, and the measures that will be included in the project.</p> <ul style="list-style-type: none"> ➤ For projects within the scope of PAS, completing questions A1-A2 and A6-A10 is optional*. ➤ For projects outside the scope of PAS all questions A1-A15 are required to be completed.
Section B	Collects information on wall insulation measures. Only required for projects which include wall insulation.
Section C	Collects information on heating controls and electric storage heaters. This section must be completed for any project which includes the installation of a heating measure.
Section D	Collects information on sketch plan of the premises. Its mandatory for all projects and can be completed by retrofit designer/assessor or retrofit coordinator.
Section E	<p>Declaration for completion by the Retrofit Coordinator or, if a project consists solely of a connection to a district heating system (DHC) or a DHC and data light measures (DLMs) only, the DHC installer.</p> <ul style="list-style-type: none"> ➤ For projects inside the scope of PAS question E1 is optional.

A. Customer, Operative and Premises Details

Question	Response
1*. Date of pre project RdSAP / SAP survey:	
2*. Assessor / Operative:	Name: Company name: Tel: Email:
3. Name of customer:	
4. Address of installation:	
5. Post code:	
6*. Property type: ⁴	<input type="checkbox"/> House <input type="checkbox"/> Flat <input type="checkbox"/> Park home
7*. Tenure type	<input type="checkbox"/> Owner occupier <input type="checkbox"/> Private tenant <input type="checkbox"/> Social housing tenant
8*. Floor area segment ⁵ (m ²)	<input type="checkbox"/> 0-72 m ² <input type="checkbox"/> 73-97 m ² <input type="checkbox"/> 98-199 m ² <input type="checkbox"/> 200+m ²
9*. Starting SAP Band ⁶	<input type="checkbox"/> High B <input type="checkbox"/> High C <input type="checkbox"/> High D <input type="checkbox"/> High E <input type="checkbox"/> High F <input type="checkbox"/> High G <input type="checkbox"/> Low B <input type="checkbox"/> Low C <input type="checkbox"/> Low D <input type="checkbox"/> Low E <input type="checkbox"/> Low F <input type="checkbox"/> Low G
10*. Starting SAP rating	SAP Rating: _____
11. Pre assessment Methodology:	<input type="checkbox"/> RdSAP Where relevant, pre retrofit EPC reference number: ⁷ <input type="checkbox"/> SAP
12. Is the property in a rural area? ⁸	<input type="checkbox"/> Yes (Enter area code) Output Area Code: <input type="checkbox"/> N/A

⁴ This information is required when measures in the project may be used to support In-fill measures in nearby homes. For the purposes of ECO4 In-fill, 'house' includes bungalows, and 'flat' includes maisonettes.

⁵ Floor area segment must be based on the internal total floor area output by the RdSAP/SAP assessment. Whilst RdSAP permits external dimension to be input, these will be converted to internal dimensions by the software.

⁶ [Standard Assessment Procedure - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

⁷ *An EPC is required for projects that only include DHC and DLM measures and for in-fill DHC measures, except where the DHC measure is the installation of a shared ground loop GSHP. For projects within the score of PAS the assessment will be lodged with Trustmark and no reference number is needed

** Mix of a pre-EPC and post EPR would not be accepted. The pre-retrofit and post-retrofit assessment smuts use the same methodology. Where the pre-retrofit is a full SAP lodged as an EPC, the post-retrofit must be the same. This is stated in the [supplier data dictionary](#), in the description for the field ' Post_Assessment_Methodology'.

⁸ *[Rural/urban classifications - Office for National Statistics](#)

**Applies to England, Wales and Scotland. Premises in rural area in England aren't eligible for the rural off gas uplift.

Question		Response	
13. Has the sketch plan/floor plan of the premises been provided alongside pictorial evidence?		<input type="checkbox"/> Yes (See section D)	
14. What measure/s will be carried out following the pre installation RdSAP /SAP project survey? (Please tick below the relevant boxes)			
Insulation Measures		Heating Measures	
Wall Measures:	<input type="checkbox"/> Cavity wall Insulation	Boiler Measures:	<input type="checkbox"/> Repair
	<input type="checkbox"/> External Wall Insulation		<input type="checkbox"/> Broken Replacement
	<input type="checkbox"/> Internal Wall Insulation		<input type="checkbox"/> Upgrade
	<input type="checkbox"/> Hybrid Wall Insulation		<input type="checkbox"/> First time central heating
Floor Measures:	<input type="checkbox"/> Underfloor insulation	Electric storage heaters Measures:	<input type="checkbox"/> Repair
	<input type="checkbox"/> Solid floor insulation		<input type="checkbox"/> Broken Replacement
Roof Measures:	<input type="checkbox"/> Loft insulation	Heating controls measures:	<input type="checkbox"/> Upgrade
	<input type="checkbox"/> Pitched roof insulation		<input type="checkbox"/> Programmer & room thermostat
	<input type="checkbox"/> Flat roof insulation		<input type="checkbox"/> Smart thermostat
	<input type="checkbox"/> Room in Roof insulation		<input type="checkbox"/> TRVs
Park Home insulation:	<input type="checkbox"/> Floor	Other measures:	<input type="checkbox"/> Time & Temperature Zone control
	<input type="checkbox"/> Wall		<input type="checkbox"/> Weather/load Compensation
	<input type="checkbox"/> Roof		<input type="checkbox"/> Solar PV
Other insulation measures:	<input type="checkbox"/> Draught proofing		<input type="checkbox"/> District Heating Connection or repair
	<input type="checkbox"/> Window glazing <input type="checkbox"/> Single to double <input type="checkbox"/> Improved double		<input type="checkbox"/> Standard Alternative Methodology (AM)
	<input type="checkbox"/> Higher performance external doors		<input type="checkbox"/> Data Light Measure

B. Information on Wall Insulation Measures

All wall insulation measures	
1. Approximate construction year or age band, & reasoning:	
2. Please state predominate wall construction type? E.g solid brick, timber frame or system build ⁹ :	
3. What percentage of total wall area does this wall type comprise?	%
Cavity wall insulation measures	
4. Are you claiming on ECO for extracted failed cavity wall?	<input type="checkbox"/> Yes ¹⁰ <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Are the walls already partially insulated? ¹¹	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

⁹ Although most system build properties meet the definition of solid wall, some have external walls of a standard cavity construction and require a cavity wall insulation measure. The construction type of the external walls of a system build property should therefore be assessed prior to insulating the property

¹⁰ A report from a chartered surveyor will be required to validate the failed cavity wall material and evidence provided that no existing guarantee is in place

¹¹ If the U value of the wall already meets relevant standards, any additional insulation will not be an eligible CWI measure.

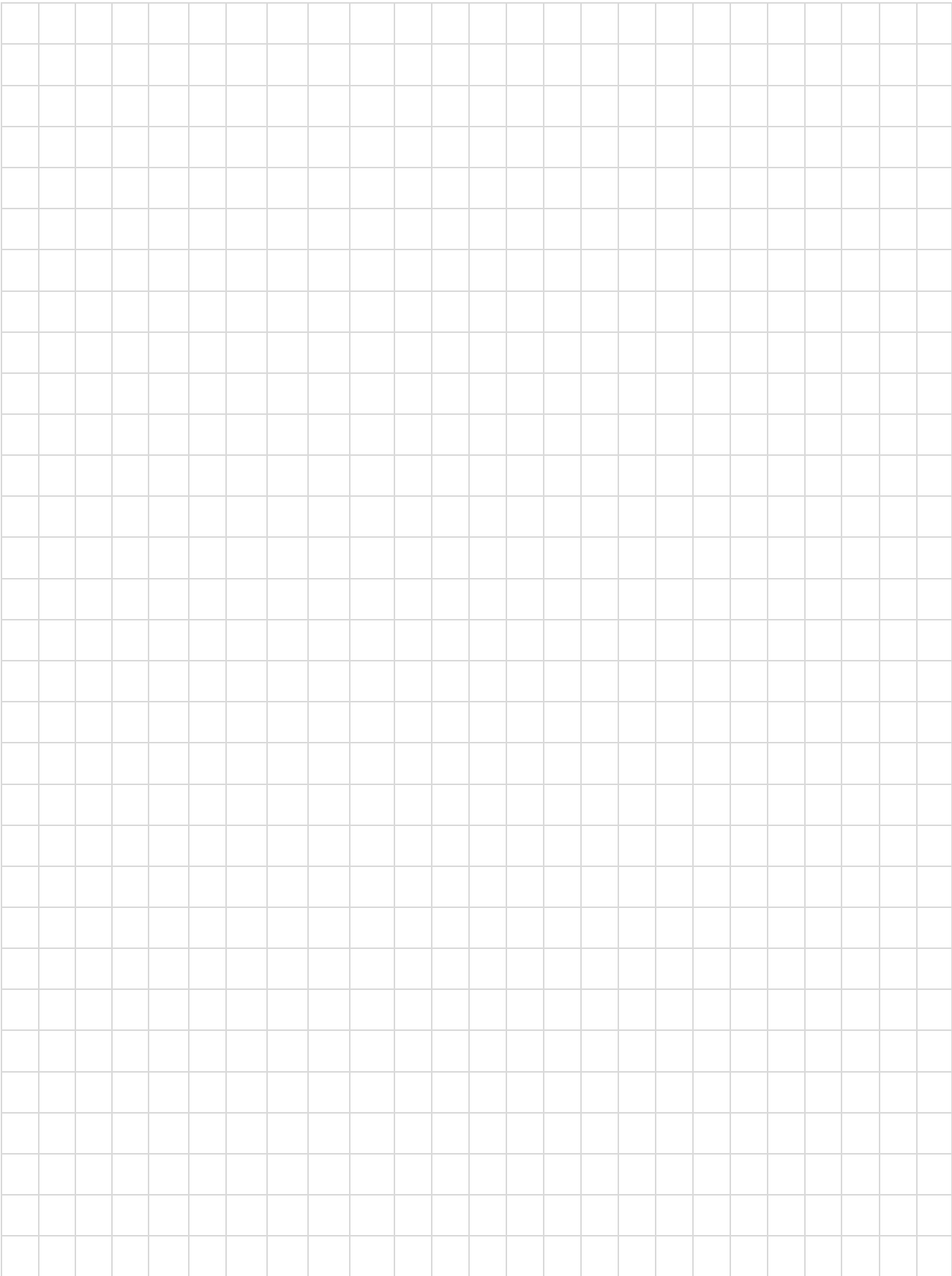
C. Information for Heating Measures

1. Is there a full set of functioning pre-existing heating controls?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. What working heating controls currently exist?		<input type="checkbox"/> Room Thermostat <input type="checkbox"/> Programmer <input type="checkbox"/> Smart Thermostat	
a) <input type="checkbox"/> TRV	➤ The existing number of radiators: _____ ➤ The existing number of radiators with TRVs: _____ ➤ The existing number of towel rails: _____ ➤ The existing number of towel rails with TRVs: _____ Does the system incorporate a bypass radiator? <input type="checkbox"/> Yes <input type="checkbox"/> No		
b) Has smart meter advice been issued?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Pre-existing ESH	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type:	Responsiveness:
		<input type="checkbox"/> 1 _____	1 _____
		<input type="checkbox"/> 2 _____	2 _____
		<input type="checkbox"/> 3 _____	3 _____
		<input type="checkbox"/> 4 _____	4 _____
		<input type="checkbox"/> 5 _____	5 _____

D. Sketch Plan and Instructions for all measure types

Basic sketch plan instructions for all measure types	
<p>Room Key¹²: BR# = Bedrooms; LR = Living Room; K = Kitchen; D = Dining Room; BTH = Bathroom.</p> <p>Wall Type key: _____ Cavity/non cavity*; Adjacent to unheated space/corridor</p> <p>Doors should only be included where the measure being scored is a high performance external door and windows should only be included where the measure is window glazing.</p>	
Sketch plan instruction by measure type	
Heating Measures	Roof, wall and floor measures
<p>HS# = heating system/boiler (HS1 = main heating source)</p> <p>RAD = Radiator with no existing TRV</p> <p>RADT = Radiator with existing TRV</p> <p>RS = Room stat</p> <p>ST = Smart thermostat</p> <p>RH = Room heater</p> <p>ESH = Storage heater</p> <p>UFH = Under floor heating</p>	<p>The location of pre-main heat source(s) should be clearly recorded on the sketch using the key in the 'heating measures' column.</p> <p>PR = Pitched roof</p> <p>FR = Flat roof</p> <p>RIR = Room in roof</p> <p>RES = RIRI Residual Loft Area</p> <p>UFI = Under floor insulation (specify solid or suspended)</p>

¹² For multi storey premises, please record floor position, ie basement, ground floor, room-in-roof adjacent to the relevant sketch.



E. Retrofit Coordinator or DHC Installer Declaration

Details and declaration		
1. Retrofit Coordinator or DHC Installer ¹³ : name, company and address:		Trustmark License Number (TMLN): ¹⁴
2. I confirm that all the information on this form has been accurately presented:	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, enter what has not been declared and what's the reason for not declaring it)	
3. I confirm that the building was pre-existing before 1 April 2022		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Retrofit Coordinator or DHC Installer Signature and date:		___ / ___ / _____

¹³ A DHC installer may sign this declaration only in the case of projects consisting solely of a connection to a district heating system (DHC) or a DHC and data light measures (DLMs) only.

¹⁴Not mandatory for DHC/ DLM measures. If project is within PAS remit it's not required to be filled.