

## Energy Company Obligation (ECO3) First Time Central Heating Checklist

This First Time Central Heating (FTCH) Checklist ('the FTCH checklist') is designed to assess whether the replacement central heating system would qualify under the scheme as first time central heating. Suppliers should complete this checklist for all boiler installations undertaken as first time central heating in the ECO scheme including renewable heating systems or a district heating system where applicable.

This checklist does not provide any detailed information on the requirements of ECO. Further information can be found in our guidance document, Energy Company Obligation (ECO3) Guidance: Delivery.<sup>1</sup>

### Completing the checklist

The information provided in this checklist forms the basis of our determination of whether or not the existing heating source could be replaced with FTCH. This is established by assessing if the existing heating source is a 'central heating system'.<sup>2</sup> Suppliers can also install FTCH measures to domestic premises heated by electric storage heaters, if all the heaters are either broken down and not economically repairable, or have a responsiveness of equal to or less than 0.2 when assessed against SAP.

In completing the checklist you should ensure that you (the relevant operative):

- are appropriately qualified to identify the heating source correctly and its fuel type including any health & safety requirements
- complete all relevant sections
- sign and date the checklist
- record all the steps (tests, measurements etc) you have taken in determining the heating source
- record your conclusion as to whether the property ever had a central heating system in the past, and
- sign the document and provide details of your accreditation and, where applicable, your company's accreditation.

Suppliers must be able to provide a copy of a completed checklist to us on request.

Where areas of roof or wall remain uninsulated Appendix 3 (the technical report) should be completed by a suitably qualified operative. Appendix 3 provides information on who can complete this section. Where small areas are omitted and the FTCH measure is being installed

<sup>1</sup> <https://www.ofgem.gov.uk/publications-and-updates/energy-company-obligation-2018-22-eco3-guidance-delivery>

<sup>2</sup> Please refer to paragraph 3.116 of the ECO3 Guidance: Delivery for the definition of a 'central heating system'.

as part of a PAS 2030:2019 / 2035:2019 project, a retrofit coordinator should complete Appendix 4 (the retrofit coordinator declaration).

### **Operative competency**

All operatives undertaking boiler installation work must meet regulatory requirements to work with the relevant fuel type. For example, in the case of gas-fueled boilers, operatives must be Gas Safe registered in accordance with Regulation 3 of the Gas Safety (Installation and Use) Regulations 1998.

Where electric storage heaters with a responsiveness greater than 0.2 are present, the assessment of whether each ESH is repairable must be carried out by a person with appropriate skill and experience (the 'operative'). A qualified Domestic Energy Assessor<sup>3</sup> would be considered to have the appropriate skill and experience to assess the responsiveness of an electric storage heater.

Appendix 2 (repair and replacement cost tables) may be completed by a person who has not inspected the ESH. The operative that has completed the assessment must sign this form to confirm that Appendix 2 has been completed accurately.

### **Accuracy of the checklist**

It is important to note that your decision to install FTCH on the basis that it meets all relevant requirements (ie the property does not have, and has not previously had a central heating system or working / efficient ESH and the FTCH pre-conditions have been met), does not necessarily mean that we will reach the same conclusion, particularly if we consider that an assessment has been incorrectly carried out. For this reason, suppliers should ensure that the checklist is completed accurately by the relevant operative(s). We will include inspections of boilers within our monitoring and auditing activities. If the information on this checklist is found to be false, Ofgem will investigate the case and may take action if required.

It is important to note that your decision to replace an ESH with FTCH on the basis that you consider it to be broken down and unable to be economically repaired, does not necessarily mean we will reach the same conclusion, particularly if we consider that an assessment has been incorrectly carried out. For this reason, suppliers should ensure that the checklist is completed accurately by the relevant operative(s). We will include inspections of ESHs within our monitoring and auditing activities.

If the information on this checklist is found to be false Ofgem will investigate the case and may take action if required.

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<sup>3</sup> The DEA will need a current and valid registration with an Approved Energy Assessor Accreditation Scheme, which can be verified at <https://www.gov.uk/find-an-energy-assessor>.

**When filling in the assessment, details should not be copied from other forms, ie photocopying or copying and pasting should not be used to complete any part of this form.**

### **Format of the checklist**

Suppliers may adapt the format of the checklist to match their own systems, as long as the content is not changed. Suppliers should submit adapted checklists to us before use for confirmation that the content is acceptable.

## First Time Central Heating pre-conditions

There are cavity wall and roof insulation pre-conditions associated with first time central heating (FTCH)<sup>4</sup> measures installed under ECO3. These should be assessed using the FTCH pre-conditions in the checklist below.

FTCH Pre-conditions	
Question	Response
1. Does the property have uninsulated cavity walls?	<input type="checkbox"/> <b>Yes.</b> Uninsulated cavity walls must be insulated. See chapter 4 of the ECO Guidance: Delivery for exemptions. <sup>5</sup> If there are technical reasons that prevent CWI from being installed please complete Appendix 3. <input type="checkbox"/> <b>No,</b> go to 2.
2. Does the property have any area of uninsulated roof (including loft, rafters or flat roof area)?	<input type="checkbox"/> <b>Yes.</b> All uninsulated roof area must be insulated. See chapter 4 of the ECO Guidance: Delivery for exemptions. <input type="checkbox"/> <b>No,</b> complete FTCH checklist below.
3. What evidence has been provided that all cavity walls and roof space has been insulated?	<input type="checkbox"/> EPC stating insulation or using the wording outlined in paragraph 4.102 of the ECO3 Guidance: Delivery <input type="checkbox"/> Declaration from a retrofit coordinator (Appendix 4) <input type="checkbox"/> Photos <input type="checkbox"/> Guarantee <input type="checkbox"/> Other: _____
4. If the property has uninsulated cavity or roof walls are there reasons why these cannot be insulated?	<input type="checkbox"/> Yes, technical reasons. Complete technical report. <input type="checkbox"/> Yes, non-technical reasons. Provide evidence as specified in Table 15 of the ECO3 Guidance: Delivery. <input type="checkbox"/> No.

<sup>4</sup> Please refer to paragraph 3.116 of the ECO3 Guidance: Delivery for the definition of a 'central heating system'.

<sup>5</sup> <https://www.ofgem.gov.uk/publications-and-updates/energy-company-obligation-2018-22-eco3-guidance-delivery>

# Energy Company Obligation (ECO3) First Time Central Heating Checklist

A. All heating sources: Details of assessment (including FTCH measure)	
1	Date of assessment (dd/mm/yyyy) <span style="float: right;">_ _ / _ _ / _ _ _ _</span>
2	Address: (Building number/name, Street name, Town, City, County)
3	Postcode

B. All heating sources: Existing heating source details						
1	The existing pre-main heating source	Back boiler <sup>6</sup>	Room heater	ESH (Complete Appendix 1)	No heating present	Other (specify)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1a	Total no. of existing heating sources in the property					
2	Fuel type					
3	Location of the existing heating source					
4	Operative's declaration	<i>I confirm that there are no signs that the property has had a central heating system at any point prior to the assessment (for example radiators, boiler pipework, heating controls), nor, immediately prior to the installation, did the premises have a working, efficient electric storage heater(s).</i>				
	Operative / assessor signature					

<sup>6</sup> Where the premises contains a back boiler, FTCH may only be installed if the back boiler does not supply a central heating system.

<b>C. Pre-installation assessment: Operative/assessor details</b>		
<b>To be completed by the operative conducting the assessment. Answer all questions in this section.</b>		
1	Operative company name	
2	Company accreditation number (PAS, competent persons scheme etc)	
3	Operative name (as on the accreditation record)	
4	(In case of broken or responsiveness of $\leq 0.2$ ESHs) Operative competency: Accreditation/accrediting body	
5	(In case of broken or responsiveness of $\leq 0.2$ ESHs) Operative's accreditation number/ECS card number	
6	Operative signature	
7	Date (dd/mm/yyyy)	_ _ / _ _ / _ _ _ _

<b>D. All boilers: Details of new boiler (including DHS and Renewable installed as FTCH)<sup>7</sup></b>		
1	Brand and model	
2	Model qualifier (if applicable)	

<sup>7</sup> If the new heating system is a heat pump, please answer section D 1-7 with the assumption that the questions refer to heat pumps. Additional details can be recorded in this question if required.

D. All boilers: Details of new boiler (including DHS and Renewable installed as FTCH) <sup>7</sup>			
3	Boiler Location (Post Install)		
4	Serial number		
5	Fuel type		
6	Boiler efficiency (%): Provide efficiency when assessed against PCDB / SAP 2012	_____ %	
8	Is the boiler compliant with Boiler Plus regulations? <sup>8</sup>	Yes <input type="checkbox"/>	If yes, please select which energy saving measure was installed below.
		N/A <input type="checkbox"/>	
		Smart controls <input type="checkbox"/>	Flue Gas Heat Recovery <input type="checkbox"/>
		Weather Compensation <input type="checkbox"/>	Load Compensation <input type="checkbox"/>

E. All boilers: Details of warranty <sup>9</sup> offered to the occupier	
1	Start date of warranty (dd/mm/yyyy) _ _ / _ _ / _ _ _ _
2	End date of warranty (dd/mm/yyyy) _ _ / _ _ / _ _ _ _
3	Has the occupier been informed by you, the operative, that the boiler is under warranty from the date of repair/replacement (including an explanation of the nature of the warranty and the duration of the warranty)? No <input type="checkbox"/> Yes, 2 years or more <input type="checkbox"/>

<sup>8</sup> Boiler Plus regulations only apply to gas or LPG boilers installed in England. Tick N/A if boiler plus regulations do not apply. For more details see: <http://boilerplus.org/>

<sup>9</sup> Full details of the warranty requirements for boiler repairs and replacements are available in the ECO3 Guidance: Delivery. Single Ground Source Heat Pumps must be MCS compliant and thus require a two year warranty. DHS connections adhere to different consumer protection standards (which can be found in paragraph 4.139 of the ECO3 Guidance: Delivery), as such this section can be left blank for DHS connection measures.

F.	All boilers: For completion by the occupier
Customer's declaration	<i>I, the occupier, have been informed by you, the operative, that the boiler is under warranty for 2 years or more from the date of repair. I have been/will be provided with a copy of the warranty. I confirm that the nature of the warranty has been explained to me.</i>
Customer's signature	
Date (dd/mm/yyyy)	_ _ / _ _ / _ _ _ _

G. All boilers: Operative details	
<b>To be completed by Operative who installed the new first time central heating.</b>	
This section must be completed even if the same operative did both the pre-install assessment and the boiler installation.	
1	Date of installation (dd/mm/yyyy)      _ _ / _ _ / _ _ _ _
2	Operative company name
3	Company's accreditation number
4	Operative name (as on the accreditation record)
5	Operative competency: Accreditation / Accrediting Body
6	Operative's accreditation number



<b>G. All boilers: Operative details</b>		
7	Operative's declaration	<p><i>I confirm that the boiler I installed is connected to a functioning domestic central heating (and where applicable, hot water) system.</i></p> <p><i>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).</i></p> <p><i>I confirm that the information contained in this form is true and accurate. I acknowledge and understand that it is a criminal offence to knowingly make a false declaration and that the offence is punishable by a fine, imprisonment or both.</i></p>
8	Operative signature	
9	Date (dd/mm/yyyy)	_ _ / _ _ / _ _ _ _

<b>H. All FTCH measures: Where full set of TRVs are not necessary for measure<sup>10</sup> only</b>		
<b>To be completed by Operative who has determined that heating controls (TRVs) do not need to be fitted to the following radiators.</b>		
This section must be completed even if the same operative did both the assessment and repair or replacement of the boiler.		
1	Which room radiators have not been fitted with TRVs including the bypass radiator?	
2	Why have the full set of heating controls (TRVs) not been installed? <sup>11</sup>	

<sup>10</sup> In some cases it may not be necessary for a TRV to be fitted to a heated towel rail in a bathroom. A suitably qualified operative should determine this on a case by case basis and, if applicable, fill out Section L of the BACL.

<sup>11</sup> Customer refusal or reasons relating to installation costs are not sufficient reasons on their own for not installing 100% of a measure.

## Appendix 1: Details of existing ESHs

1A. All ESH: Details of ESHs being assessed (Use form as many times as necessary for the number of ESH in the property)			
1	Current electricity tariff – (Please select type of off-peak tariff)	<b>Standard Tariff:</b> Standard tariff <input type="checkbox"/>	<b>Off Peak Tariff:</b> Economy 7 <input type="checkbox"/> Other off-peak tariff (please name): <input type="checkbox"/> _____
		<b>ESH #__</b>	<b>ESH #__</b>
2	Location of ESH (where is the ESH located in the dwelling?)		
3	Type of ESH (eg slimline, fan storage heater etc)		
4	Brand and Model		
5	ESH serial number (or any other unique identification detail of the ESH)		
6	ESH Responsiveness <sup>12</sup> (See Table 1: ESH types and their responsiveness)	$\leq 0.2$ <input type="checkbox"/> Can be replaced with FTCH.  $> 0.2$ <input type="checkbox"/> Go to section 1B.	$\leq 0.2$ <input type="checkbox"/> Can be replaced with FTCH.  $> 0.2$ <input type="checkbox"/> Go to section 1B
7	List all the steps you took to reach the conclusion that the ESH have a responsiveness $\leq 0.2$ . Continue on a separate sheet if necessary. For ESH with $> 0.2$ responsiveness go to section 1B.		

<sup>12</sup> See Table 1 of this document or refer to SAP 2012 Table 4a at: <http://www.bre.co.uk/sap2012/>

**1B. All ESH: Initial ESH Assessment:**

An ESH with >0.2 responsiveness must be broken down to be considered eligible for replacement with FTCH. Where these criterion is not met, please fill out the ESH checklist to replace, repair or upgrade the ESHs alongside a primary insulation measure.<sup>13</sup>

		<b>ESH 1</b>	<b>ESH 2</b>
1	Is the ESH broken down, i.e. when connected to an electric supply, it does not store heat or does not deliver any heat?	Yes <input type="checkbox"/> Go to 1B1b.  No <input type="checkbox"/> Cannot be replaced with FTCH.	Yes <input type="checkbox"/> Go to 1B1b.  No <input type="checkbox"/> Cannot be replaced with FTCH.
1a	List all the steps you took to reach the conclusion that the ESH is broken down. This may include any tests or checks carried out on the ESH to identify the symptoms. Continue on a separate sheet if necessary, then go to 1B2.		
2	Broken ESH: Is the ESH economically repairable? (Complete section 1D to determine)	Yes <input type="checkbox"/> Not eligible for FTCH. Can be repair of a broken ESH. Use ESH Checklist to complete the assessment.  No <input type="checkbox"/> Can be replaced with FTCH. Go to section 1C.	Yes <input type="checkbox"/> Not eligible for FTCH. Can be repair of a broken ESH. Use ESH Checklist to complete the assessment.  No <input type="checkbox"/> Can be replaced with FTCH. Go to 1C.

<sup>13</sup> <https://www.ofgem.gov.uk/publications-and-updates/eco3-electric-storage-heater-assessment-checklist>

**1C. Broken ESH only: Evidencing why the ESH is broken down (Complete for FTCH measures if any ESH are broken)**

Once you have identified if the ESH is 'broken down', you must identify all the faults that have caused the ESH to be broken down.

	<b>ESH Fault List</b> - tick if fault is applicable (Note: this list is not exhaustive, please detail any additional faults in 'Other')	ESH 1	ESH 2	Provide details of how you identified the faults (This information will be used during audit to determine whether the ESH has been correctly assessed. Therefore, please provide as much information as possible.)
	Example: Tick if fault applicable	✓		Write a detailed explanation
1	Damaged thermal fuse or input cut out			
2	Failure of storage element(s)			
3	Faulty charge control			
4	Faulty output control			
5	Faulty electronic controller			
6	Faulty or broken fan			
7	Other (Please provide detailed description)			

Once you have determined that ESH is 'broken down', you must then assess whether the ESH should be repaired or replaced with FTCH.

ESHs that are broken down and have a responsiveness of more than 0.2 **must** be assessed to determine whether or not they can be 'economically repaired'. Where an ESH can be economically repaired it must be repaired or replaced by a renewable heating system or a district heating system.

<b>1D. Broken ESH only: Complete to determine whether the broken down ESH can be economically repaired (Complete for FTCH measures if any ESH are broken)</b>		<b>ESH 1</b>	<b>ESH 2</b>
1	Age of ESH in years <sup>14</sup>		
2	State how you have established the age of the ESH.		
3	Does the ESH contain asbestos? (A broken down ESH with asbestos 'cannot be economically repaired')	Yes <input type="checkbox"/> Can be replaced with FTCH. No <input type="checkbox"/> Go to 1D4.	Yes <input type="checkbox"/> Can be replaced with FTCH. No <input type="checkbox"/> Go to 1D4.
4	Are all parts required for the repair available? (if parts are available at a reasonable cost and within a reasonable timeframe <sup>15</sup> or the repair does not require any parts tick Yes)	Yes <input type="checkbox"/> No <input type="checkbox"/> Can be replaced with FTCH.	Yes <input type="checkbox"/> No <input type="checkbox"/> Can be replaced with FTCH.
5	Is the actual cost of repair more than the actual cost of a replacement ESH <sup>16</sup> ?	Yes <input type="checkbox"/> Add relevant costs and fill in cost table in Appendix 2. No <input type="checkbox"/> Cost of replacement: £_____	Yes <input type="checkbox"/> Add relevant costs and fill in cost table in Appendix 2. No <input type="checkbox"/> Cost of replacement: £_____

<sup>14</sup> When assessing the ESH age, the estimate should be rounded down eg an ESH that is 4.7 years old should be assessed as a 4 year old ESH.

<sup>15</sup> A screenshot should be retained to confirm parts were not available within a reasonable timeframe.

<sup>16</sup> See on page 15 for costs to be included in actual ESH repair and replacement calculations.

<b>1D. Broken ESH only: Complete to determine whether the broken down ESH can be economically repaired (Complete for FTCH measures if any ESH are broken)</b>			
		If Yes, can be replaced with FTCH. If No, go to 1D6	If Yes, can be replaced with FTCH. If No, go to 1D6
6	What is the maximum cost of repair as identified in the 'Economic Repair Cost Comparison Table'? <sup>17</sup>	£_____	£_____
7	Is the actual cost of repair <b>less than</b> the maximum cost of repair as identified in the 'Economic Repair Cost Comparison Table'?	Yes <input type="checkbox"/> Does not qualify for FTCH.  No <input type="checkbox"/> Can be replaced with FTCH.	Yes <input type="checkbox"/> Does not qualify for FTCH.  No <input type="checkbox"/> can be replaced with FTCH.

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<sup>17</sup> See on page 14 for Economic Repair Cost Comparison Table.

**Table 1 ESH types and their responsiveness**

<b>Electric Storage Heater</b>	<b>Responsiveness</b>
<b><i>Off-peak tariffs:<sup>18</sup></i></b>	
Old (large volume) storage heaters	0.0
Slimline storage heaters	0.2
Convactor storage heaters	0.2
Fan storage heaters	0.4
Slimline storage heaters with Celect-type control	0.4
Convactor storage heaters with Celect-type control	0.4
Fan storage heaters with Celect-type control	0.6
Integrated storage & direct-acting heater	0.6
High heat retention storage heaters	0.8
<b><i>24-hour heating tariff:</i></b>	
Slimline storage heaters	0.4
Convactor storage heaters	0.4
Fan storage heaters	0.4
Slimline storage heaters with Celect-type control	0.6
Convactor storage heaters with Celect-type control	0.6
Fan storage heaters with Celect-type control	0.6
High heat retention storage heaters	0.8

Source: SAP 2012 Table 4a: <http://www.bre.co.uk/sap2012/>

<sup>18</sup> ESH on a standard tariff should use the off-peak tariff responsiveness rating.

## Actual costs of repair and replacement

The actual cost of repair for each ESH should account for, where applicable:

- parts and fittings
- quotation
- labour
- warranty that meets TrustMark requirements<sup>19</sup>, and
- any works deemed necessary at time of repair to protect the ESH for the life of the warranty.

The warranty should at a minimum provide cover for total repair works, during the life of the warranty, valued up to the financial level indicated in the 'Economic Repair Cost Comparison Table' for that type of ESH.

The actual cost of a replacement ESH should include:

- the cost of the ESH
- fittings
- quotation
- labour, and
- warranty of at least two years.

We are satisfied that the requirement for a warranty for a replacement ESH can be met by a manufacturer's warranty of two years.

## Economic Repair Cost Comparison Table

The Economic Repair Cost Comparison Table (Table 2 below) should be used to answer 1D5 and 1D6<sup>20</sup>.

The table shows the maximum repair costs for ESHs of different types and ages. If the actual cost of repair is higher than the relevant maximum cost, it is considered more economical to replace the ESH than repair it and as such it is judged that it cannot be economically repaired.

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<sup>19</sup> To calculate the repair cost, the warranty included should meet TrustMark requirements. For more information please visit <https://www.trustmark.org.uk/>

<sup>20</sup> Note that all costs shown are exclusive of VAT.



The maximum cost of repair for an ESH is derived from the type of ESH, the estimated average installation cost of replacing the ESH and the age of the ESH. These costs have been developed in association with industry. These costs also show the minimum cap that should be applied to ESH repair warranties.

From our engagement with industry, we understand that there are no slimline storage heaters or convector storage heaters with a responsiveness of more than 0.2. As such, we will always judge that broken down slimline storage heaters or convector storage heaters cannot be economically repaired, and therefore we have not included them in the Economic Repair Cost Comparison Table.

**Table 2 Economic Repair Cost Comparison Table<sup>21</sup>**

<b>Maximum repair cost for electric storage heaters</b>		
Types of electric storage heaters		
Age of heater (years)	Integrated storage+ direct acting heater (£)	Fan storage/high heat retention storage heater (£)
1 - 4	460	715
5	422	656
6	383	596
7	345	536
8	307	477
9	268	417
10	230	358
11	192	298
12	153	238
13+	115	179

<sup>21</sup> We judge that the electricity tariff, responsiveness and controls have no impact on repair cost.

**Example:**

ESH type: Fan storage heater

Age: 6 years

	<b>Types of electric storage heaters</b>
Age of heater	Fan storage/high heat retention storage heater (£)
1-4	715
5	656
6	596
7	536
8	477
9	417
10	358
11	298
12	238
13+	179

Result: If ESH repair work costs over £596, this ESH can be replaced.

If the ESH repair work costs less than £596, ESH repair should be carried out. In this case, the ESH warranty should cover the ESH for work up to at least the financial level of £596.

## Appendix 2: Repair and Replacement Cost Table

The costs of each element listed on page 16 above must be itemised for both the total repair or replacement cost of the boiler. Each part or procedure required must be itemised separately.

The table below should be used. Alternatively, if agreed with the supplier, the quote may be provided in a different format. Please attached all relevant documentation to this form. This must be itemised such that the cost and description of each item listed on page 16 is clearly visible.

Repair Quote	
Item	Cost
Warranty costs	
Labour estimated for _____ hours at £_____ per hour	
<b>Total excluding VAT</b>	
<b>VAT 20%</b>	
<b>Total</b>	

Replacement Quote	
Item	Cost
Warranty costs	
Labour estimated for _____ hours at £_____ per hour	
<b>Total excluding VAT</b>	
<b>VAT 20%</b>	
<b>Total</b>	

As per Section 1D4 above, please use this table to list the costs of each element in the total repair or replacement cost of the electric storage heaters.

Please note that labour rate should be consistent for both repair and replacement.

### **Appendix 3: FTCH Pre-Condition Assessment Technical Report**

This report must be completed for premises with FTCH where there are technical reasons why the area cannot be insulated.<sup>3</sup> The requirements for satisfying the insulation pre-conditions through this report are detailed in Chapter 4 of the ECO3 Guidance: Delivery.<sup>4</sup>

This form should not be used to evidence non-technical reasons. Examples of non-technical reasons why a cavity wall or roof cannot be insulated, and acceptable evidence to demonstrate these reasons, can be found in Table 15 of the ECO3 Guidance: Delivery.

This report can be used to provide evidence of the reasons why areas cannot be insulated to meet the pre-conditions, ie there is no cavity wall insulation system available for the construction type, or the particular conditions of the wall mean that the cavity cannot be insulated. It is not sufficient for the report to show that the area is hard to treat.

The section of the report relating to technical reasons must be completed by an appropriately qualified chartered surveyor<sup>5</sup> or structural engineer.<sup>6</sup> For measures installed in accordance with PAS2030:2019 and 2035:2019, the sections of the report relating to safety reasons can be completed by the retrofit coordinator. For PAS 2030:2017 measures, suppliers should contact Ofgem for advice prior to accepting a reason relating to safety.

Where there is a technical reason why the cavity cannot be insulated, this template, completed accurately, in full and in accordance with the Guidance, will satisfy the cavity wall insulation pre-condition for the wall areas it relates to. Suppliers may also choose to use this form to evidence that walls are of solid wall construction.<sup>7</sup>

It is expected that should any insulation be left out or mitigated for any reason (technical or non-technical), this is explained to the customer.

Suppliers may adapt the format of this template, provided that the content is not changed. Suppliers may submit adapted versions to us before use for confirmation that they are acceptable.

<b>A: Address details</b> - Provide details below of the building this report relates to.				
<b>Premises details</b>	Building name or number		Street address	
	County		Postcode	
<b>B: Technical Overview</b> - What is the construction type of each wall and/or roof?				
Wall	Cavity wall (exterior) (✓)	Other Wall Type (eg system build)	Roof	Roof type
1			1	
2			2	
3			3	
4			4	
5			5	
6			6	
7			7	
8			8	

Indicate below whether there is a suitable cavity wall insulation system available for each exterior-facing wall and roof area.

If no insulation system is available for the wall or roof types below, reason why not.

Wall	Is there a suitable CWI system available for walls shown (✓)			Roof	Is there a suitable insulation system available for each roof area shown (✓)		
	Yes	No, due to <b>construction type</b> , or particular conditions of this wall	No, due to <b>safety</b> reasons		Yes	No, due to <b>construction type</b> , or particular conditions of this wall	No, due to <b>safety</b> reasons
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			

**C: Detailed Assessment** - Provide full details below in support of the findings above.

<b>D: Qualifications of Assessor - Provide full details below</b>	
Assessor name	
<b>Profession</b> (✓)	
Qualification (✓)	
Registration number	
Name of company	
Address of company	
Email address	
Telephone number	
Signature	
Date	_ _ _ / _ _ _ / _ _ _ _ _

May be printed on chartered surveyor letterhead including full contact details where possible.



## Appendix 4: Retrofit Coordinator Declaration

As stated in paragraph 4.113 of the ECO3 Guidance: Delivery, if FTCH is being installed as part of a PAS 2030:2019 / 2035:2019 project we would accept confirmation from the retrofit coordinator that where small areas have been omitted there is an acceptable reason and all risks, such as ventilation issues, have been mitigated. Where this is the case the retrofit coordinator should fill in the declaration below.

<b>Name</b>		
<b>Accreditation Number</b>		
<b>Declaration</b>	<i>I confirm that all areas of cavity wall and roof which can be insulated, are insulated. Where small areas of cavity wall or roof remain uninsulated I confirm that there were suitable reasons to omit these areas, which I have outlined below.</i>	
<b>Reason for small areas of cavity wall or roof remaining uninsulated.<sup>22</sup></b> Please provide details of which areas are uninsulated and the reasons why.	Roof:	Cavity walls:
<b>Signature</b>		
<b>Date</b>	<div style="text-align: center;">           ___ / ___ / _____         </div>	

<sup>22</sup> Where areas of cavity walls or roof are uninsulated due to technical reasons, including safety, Appendix 3 must be completed. Where they are left uninsulated due to non-technical reasons: evidence specified in Table 15 of the ECO3 Guidance: Delivery must be provided.