**ECO4 Compliance Documents:**

**Eligibility:** FLEX

**Measure Name:** Boiler Upgrade of an inefficient heating system/ First Time Central Heating

|  |  |
| --- | --- |
| AIME\* | Approved Innovation Measure Evidence |
| EERF | ECO4 and the Great British Insulation Scheme Eligibility Requirements Form |
| GCGP | Proof that the property had a mains gas connection prior to the 1st April 2022 |
| HHEV | Evidence of private domestic premises |
| LAFD | Local Authority FLEX Declaration |
| LASI | Local Authority Statement Of Intent |
| LCTM | Lodgement Certiﬁcate Trustmark |
| PICI | ECO4 & Great British Insulation Scheme Post-Installation Declaration |
| PICS | Mid/Post Photographic Evidence |
| PIHC | Pre-Installation Heating Checklist |
| PIPS | ECO4 & Great British Insulation Scheme Pre-Installation Project Survey |
| PREE | Pre-Installation EPR |
| PRES | Proof of Residence |
| PRIV | ECO4 and The Great British Insulation Scheme Reporting and Privacy Notice |
| PSTE | Post-Installation EPR |
| STNE | Pre-Installation RdSAP Site Notes |
| STNO | Post-Installation RdSAP Site Notes |
| STNS | Pre Photographic Evidence |
| UBIL | Proof of Address |
| XMLS | Pre-Installation XML |
| XMPO | Post-Installation XML |

**AIME\* - ONLY REQUIRED IF INNOVATION MEASURE.** Must include all evidence outlined in Ofgem's "ECO4 Innovation: Approved Innovation Measures" document, relevant to the specific Innovation Measure being installed. Document can be found at the bottom of this page on Ofgem's website: https://www.ofgem.gov.uk/eco4-innovation-new-measures-and-products.   
  
**BREG** - Official certificate for the insulation product installed from a body such as BBA/KIWA. **BFRC -** Required where Building Fabric Repair Uplift is claimed, must be provided on all measures in project. Must include a full Breakdown of actual costs, including identification of the mid-point for the BFR Increase calculation.  
  
**HHEV** - Land Registry search, if not found provide screenshot of search results supplemented with completed Ofgem Template (also to be provided as HHEV evidence). The Land Registry extract must be dated no more than 12 months prior to the date of completion of the first measure in a project, however may be dated after the measure was completed where it shows that the date on which the relevant interest was acquired was prior to the completion of the measure. Additional evidence required for situations where customers name is not on land reg but customer does not pay any rent (Owner Occupied) - additional evidence required to confirm customer resides at property and does not pay rent (also to be provided as HHEV evidence).   
  
**LAFD** - Local Authority Flex Declaration – Proof that the local authority agrees for work to be performed for this individual based on Route 1 or Route 3  
  
**LASI** - Local Authority Statement of Intent – Confirmation of whether or not the local council is involved with the scheme to provide measure installation  
  
**GCGP** - Only required where a Gas Boiler has been installed to evidence that the property had a Gas connection before 1st April 2022. This can be: EPC dated before 1st April 2022, Gas Bill dated before 1st April 2022, Photo (date, time & GPS Stamped) showing Gas Meter Exchange Date of before 1st April 2022, XOSERVE, historic property listings / documentation or a letter (on headed company paper - an email will not suffice) from gas network provider (Cadent, Northern Gas Networks etc).  
  
**PICS** - Installer mid and post photos, please consult the Photo tab. All photos must be time, date and GPS tagged at point photo was taken.   
  
**PIPS** - Pre Installation Project Survey to be provided. Floor plan dimensions should match other evidence, e.g. RdSAP assessments and RIRIs. Ideally this should be a duplicate (or to the same standard) of the one provided by the RA/RC to the accreditation bodies.   
  
**PREE** - Pre-Installation RdSAP Assessment - must be an EPR, not an EPC. Must match XMLS.   
  
 **PRES** - Must be either a Utility bill, landline phone bill or TV licence (with proof of purchase), Council tax letter or letter from the council, Mortgage statement or bank statement, Tenancy agreement, Extract from the electoral register. This evidence must be dated no more than 12 months prior to the date of completion of the first measure in a project.

**PRIV** - Ofgem "ECO4 and The Great British Insulation Scheme and ECO Reporting and Evidencing Forum Privacy Notice" must be provided for all measures/projects.   
  
**PSTE** - Post-Installation RdSAP Assessment - must be an EPR, not an EPC. Must match XMPO.   
  
**STNE** - Pre-Installation RdSAP assessment site notes. All fields must be consistent with XMLS. This must not be generated from a lodged EPC.   
  
**STNO** - Post-Installation RdSAP assessment site notes. All fields must be consistent with XMPO. This must not be generated from a lodged EPC.   
  
**STNS** - Assessor pre install photos in support of the PIPS/PIHC inputs - please consult the Photo tab. All photos must be time, date and GPS tagged at point photo was taken.   
  
**UBIL** - Proof of address, primarily this can be either VOA, SAA or Royal Mail screen capture.   
  
**UDEC** - Required only when pre or post RdSAP default U-Values have been overridden. Evidence provided must be written approval from the accreditation scheme that the RA/RC has supplied sufficient evidence and is suitably qualified to override U Values. Must be on a case-by-case basis.   
  
**XMLS -** Pre-Installation RdSAP assessment XML file. All fields must be consistent with STNE. This must not be generated from a lodged EPC.   
  
**XMPO -** Post-Installation RdSAP assessment XML file. All fields must be consistent with STNO. This must not be generated from a lodged EPC.

Please also provide any documents and paperwork relating to the project that aren’t listed on the checklists into a file named ‘additional documents’. This is to assist with the speed of processing jobs.

**PHOTOS:  
  
Pre Install:**Photos of all existing insulation used to meet preconditions (if applicable), must clearly show the thickness of insulation with measurements.  
Photos of all existing insulation must also include identification of the insulation product or type where possible.   
All exterior property elevations including extensions to verify property type and detachment The front door showing the property name/number if present  
Front Door Open  
Existing main heating source e.g. ERH, ESH, GRH, etc.  
Existing Secondary Heating Source (if applicable) e.g. Boiler, ERH, ESH, ASHP etc.  
Photos of each room in the house, including hallways and landing if applicable.  
Photos of all rooms should be a full view of the room including the window area, each photo should identify the room photographed.  
Relevant photos that support the Pre Installation RdSAP Assessment  
All heat emitters identified within property  
As reference for room heights entered into RdSAP Assessments, photos of at least one internal door per floor, per building element (E.G. main property or extensions) showing the full height of the door (floor to ceiling).  
As reference for room heights entered into RdSAP Assessments, photo of a laser distance measure sitting at floor level showing full room height, per floor, per building element.

**Mid / Post Install:**The new heating device's identification plate displaying serial number  
External photo of the new boiler's flue (if applicable)  
The new Heating Controls e.g. Programmer, Room Stat, all radiators and TRV's, stating which room they are positioned in  
Photo of flue aperture (if applicable) showing internal construction of wall.