**GBIS Compliance Documents:**

**Eligibility:** General Eligibility

**Measure Name:** Room In Roof Insulation

|  |  |
| --- | --- |
| AIME\* | Approved Innovation Measure Evidence |
| CTBA | Council Tax Band Evidence |
| BREG | Insulation Product Data Sheet |
| EERF | ECO4 and the Great British Insulation Scheme Eligibility Requirements Form |
| HHEV | Evidence of private domestic premises |
| LCTM | Lodgement Certiﬁcate Trustmark |
| PICI | ECO4 & Great British Insulation Scheme Post-Installation Declaration |
| PICS | Mid/Post Photographic Evidence |
| 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 |
| RIRI | RIRI Checklist |
| 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).   
  
**CTBA** – Council tax band evidence: Primarily this should be a VOA/SAA screenshot, if VOA/SAA is unavailable, a copy of a council tax bill showing the band must be provided. This can also be evidenced with a screenshot from the government website. Link: https://www.gov.uk/council-tax-bands.  
  
**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.   
  
**RIRI** – All dimensions should align with the RdSAP assessment & floor plan provided as part of PIPS. Ensure that residual areas have been notified correctly.  
  
**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 or ESH

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.

Photos of all roof area elevations

Photo of Electric heating source

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:**Mid & post install photos of all applicable elevations: Flat ceiling, slopes, studs, gables, dormers, party walls and residual area.  
Insulation product thickness (insulation and plasterboard if applicable) Image(s) of insulation product packaging to evidence the Thermal Characteristic (if available).  
Photos showing any access panels (loft hatches & stud walls) insulated