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Pre-Installation Building Inspection Form G03

Rev11 09/03/2025

Project Number:

2323

Trustmark Licence
number:

6212

CONTACT DETAILS

Liaison date agreed with customer:

29/03/2025

Contact Name:	Mr Chris Johnson
Address:	40 College Drive
	Old Town
	Leicestershire
Post code:	LE10 0GG

Main telephone no:	01455 314447
Mobile telephone no:	07995 956433
E-mail address:	cj@cja.com

SITE CONTACT DETAILS

(if residential or same address, leave blank)

Contact Name:	Mr Chris Collins
Address:	45 Oak Drive
	Hinckley
	Leics
Post code:	LE10 0WW

Main telephone no:	01456 434089
Mobile telephone no:	07894 980833
E-mail address:	c@ccc.com

Tenant	☐	If Yes, NI Number	☐	Benefits claimed	☐
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TYPE OF SYSTEM REQUIRED

Type of installation:	BFM.4.1 External wall insulation 1 Site rendered external wall insulation systems	Annex identifier	B4_1
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DWELLING TYPE

Mid-terrace	☒	Detached	☐	Semi-detached	☐	Bungalow	☐	Flat	☐	No of bedrooms	3	Age	75 yrs
Asbestos present	☐	Adequate pressure?	☐	Gas meter	☐	Gas supply	☐	Laminate flooring	☒	Existing Heating	☐		

5.2.4 Special requirements in respect of the maintenance / improvement of ventilation – document references

PAS VENTILATION: CHECK LIST

LOFT / Cavity wall questions that need to be asked	(Please ensure its on your sketch)	Photographic List
Where is the loft hatch? What is the size of the loft hatch? (a minimum of 350mm by 450mm is required)		You will need to provide photographic evidence of all the above e.g. if you have stated there is adequate cross ventilation, you must show evidence via a photo of this. • Loft Hatch • Downlights • Cross ventilation • Eaves /Soffit vents • Adequate photos of the loft itself ensuring the loft is well lit. This will also include roof joists and existing loft insulation (trying to capture as much of the loft as possible including party walls and gable walls. • Loft Declaration against the tape measure • Photograph any existing forms of ventilations in the loft e/g. soffit vents, gable end vents or roof vents • Please take photos if there are any natural gaps in the eaves
If the existing depth is less than 100mm please ensure you complete the Loft Declaration	Complete declaration and provide a photo	
Where are the downlighters? How many are there?		
Is there is adequate cross ventilation within the loft? Yes/No If the answer is No, outline what you have agreed with the customer (If provision for felt vents cannot be made, we need you to discuss installing roof tile vents with the customer)		
Is there ventilation at the eaves of the roof? (covers fascia & soffit vents)?		
Is there any requirement to insulate pipe works or tanks etc. or duct work?		
Is there access for the installer to work within the loft space?		
Conversation with the customer Once you have calculated the internal ventilation for the habitable rooms for the property from your PAS assessment report, YOU MUST have a conversation with the customer and confirm what will need to be done via E.ON prior to the insulation being installed e.g.: • Upgrade doors • Install new or replace extraction vents in wet rooms • Install background ventilation in habitable rooms (Core vents or trickle window vents) Please inform the customer that we will not install trickle vents into windows with a current valid FENSA guarantee and therefore the customer will need to agree to a core vent to ensure their ventilation complies with PAS 2035.		

PAS VENTILATION: CUSTOMER CONSENT

The below table identifies the ventilation required to make the installation compliant with PAS 2035.
Table to be completed by the Retrofit Assessor and explained to the resident

5.2.4 Specific requirements in respect of the maintenance – document references

5.2.4 Specific requirements in respect of the improvement of ventilation

	Background ventilation Required (Select one only)	Are Undercuts required?	Wet Rooms	Extraction fan IEV (intermittent extraction vent)	Are Undercuts required in the wet room? (Yes/No) Note: Undercuts will always be 10mm above finished floors in Wet rooms
Habitable Room			Wet room		
Living room			Bathroom		
Dining room			Ensuite		
Bedroom 1			Utility		
Bedroom 2			W.C.		
Bedroom 3			Bathroom 2		
Bedroom 4			Kitchen		

Please remember that a cooker hood extraction needs to be ventilated externally and photographic evidence must be provided to support

Customer consent

Consent to the ventilation strategy needs to be completed by the customer. The document cannot be submitted to E.ON without the customer consent

This consent must be used to demonstrate the customer agree or disagrees with proceeding with the proposed ventilation requirements under PAS 2035.

Customer needs to tick the appropriate:

☐ I understand what has been discussed above and I DO consent to the work identified being carried out to ensure my CWI or loft insulation installed under the Energy Company Obligation (ECO) complies with PAS 2035 requirements.

☐ I understand what has been discussed and I DON'T consent to the work identified above being carried out, which means my heating, CWI or Loft insulation will not be eligible to be installed under The Energy Company Obligation (ECO) scheme because the installation will not comply with PAS 2035 requirements.

Customer Signature	
Property Address	

ANNEX AND TABLE SURVEY DATA

y/n Notes

Has a full and detailed pre-design building assessment been undertaken by a competent person, prior to the retrofit design being undertaken, ensuring compliance with PAS 2035:2023?	y	
Before installation starts, has the retrofit design made provision:		
Is the EWI system provided for installation recommended by the pre-design building survey and specified in the retrofit design?	y	
Have wind loads have been calculated and considered in the fixing requirements?	y	
Have all essential ventilation openings that require sleeving or safeguarding before installation been located and identified?	y	
Is the position of all flues, whether in service or not, been determined, and have measures been established to safeguard their proper functioning?	y	
Have any existing cables, pipework, or ducting that require it, been removed or repositioned, as/where necessary to accommodate the planned EWI system, with authorization from the relevant responsible body where required and undertaken by a competent person?	y	
Are the existing ground levels, paths, or decking adjacent to the dwelling at least 150mm below the level of the damp proof course?	y	
During installation:		
Will all work being carried out in accordance with the site-specific retrofit design, drawings, and method statement?	y	
Will work only progress when the site-specific specification documentation is accessible on-site and all operatives are aware of the relevant content and requirements?	y	
Are the system being installed in a sequenced manner to ensure full effectiveness, optimized performance, and junctions that are safe, durable, and fully weatherproof for all expected exposure conditions (e.g., interface between the EWI system and planned replacement windows)?	y	
Is the system base detail, including below the DPC, correctly installed and weatherproof?	y	
Are interfaces with roofs at eaves and verges properly detailed, ensuring no use of metal or plastic cappings/trim unless specified?	y	
Are window and door reveals/heads properly sealed and weatherproof?	y	
Are system/cill interfaces correctly installed, including overhang requirements, weepholes, and allowances for thermal movement?	y	
Are surface fixtures structurally sound and securely installed?	y	
Are all penetrations through the system properly sealed to prevent moisture ingress?	y	
Are interfaces with roof soffits, flat roofs, and conservatory roofs correctly detailed and weatherproof?	y	
Are vents, flues, meters, and other heating-related structures/pipework properly detailed and sealed to ensure weatherproofing and prevent moisture ingress?	y	
Are all weather seals at the interface between EWI systems and other structures/finishes installed with particular attention to the soundness and cleanliness of contact surfaces, continuity and effectiveness around corners, bond to surfaces, and the durability of the weather seal?	y	
Are all details installed to minimize the risks of thermal bridging, including the removal, relocation, or extension of elements as necessary to ensure continuity of insulation in all cases (e.g., rooflines, meter boxes, pipework, flues, and ducts)?	y	
Is photographic evidence of key stages of the installation prepared and retained for the duration of the guarantee, including close-up photographs of representative examples of all moisture- and thermally-sensitive details?	y	
Are installations carried out in accordance with the specification for external wall insulation, ensuring the safety and proper operation of fuel-burning appliances, while following the recommendations outlined in the External Wall Insulation Specification for Weathering and Thermal Bridge Control?	y	
Has the ventilation of the dwelling been assessed, and if necessary, upgraded in accordance with the retrofit design and the requirements of PAS 2035:2023?	y	
Upon completion of the installation, or at the end of each working day if the installation takes longer than one day, do operatives investigate and confirm the proper functioning of all ventilation openings and flues?	y	
Has the retrofit design been produced in accordance with Clause 5 of this PAS, fully incorporating the findings and recommendations of the pre-design building assessment, including the following questions:		
Have thermal performance calculations been conducted?	y	
Has a moisture risk analysis been conducted?	y	
Have the ventilation requirements and standard/bespoke drawing details been addressed?	y	
Do the main components of the system, including the fixing type/method, insulation type and thickness, joint details, reinforcing coat, type of reinforcement, and finish, meet the required specifications?	y	

ANNEX AND TABLE SURVEY DATA

y/n Notes

Do the proposed details for the main interfaces (thermal bridging, meter boxes, reveals, roofline joists, party walls, base details, seals at windows/doors, penetrations, light fittings, sockets, surface structures, ceiling/roof interfaces, and junctions with other finishes) clearly demonstrate how the installation will avoid interstitial moisture risks, particularly at moisture-sensitive locations like embedded timbers and surface condensation?	y	
Is the installation to the retrofit design practical and achievable given the chosen EWI system, the specific dwelling construction, site conditions, and other planned EEMs for the property?	y	
The the Retrofit Installer shall investigate and assess the following questions of the EWI installation work:		
Will the installation to be undertaken result in non-compliance with the Building Regulations, e.g. in relation to workmanship, materials, structural stability, fire safety, resistance to moisture? (NOTE: Not applicable to IGU replacement.)	y	
Does the installation provide resilience to moisture? (Where possible, any areas of non-compliance shall be rectified by selecting an alternative solution/detail, documented in the pre-installation building inspection, with the specification, drawings, and method statement documentation amended accordingly)	y	
Will the proposed installation:		
comply by avoiding thermal bridging?	y	
comply by ensuring the safe operation of combustion appliances?	y	
comply by maintaining the functionality of existing ventilation ducts/systems?	y	
comply by maintaining the functionality and safety of existing services (gas, electric, water, telephone, etc.)?	y	
comply with all requirements of the EEM supplier and the retrofit design?	y	
Has confirmation been provided that the condition of the substrate is suitable for the works to commence?	y	
Where any part of the substrate does not meet installation requirements, have proposals been prepared for necessary adaptations or additional preparation to ensure the works can proceed?	y	
Has the retrofit design documentation, installation method statement, and pre-installation inspection records been updated to reflect and address all specified installation changes?	y	
Has the pre-installation building inspection been independently checked by a qualified person before installation begins?	y	
Has a randomly selected 1 in 10 of those checks (minimum of 1) included a physical inspection of the dwelling by a qualified person?	y	
Is the person undertaking the independent checks and inspection: Either:		
A) independent of the inspector or the Retrofit Installer of the CWI?	y	
not paid by results nor remunerated only where an assessment is found to be valid?	y	
Or B) Has a recognized pre-notification process been undertaken under an industry quality assurance scheme for external wall insulation that meets the features listed in 4.1 of PAS 2035:2023?	y	
Has the Retrofit Installer verified that each inspection checked includes a unique identifier and the names of the persons who completed the inspection and the check?	y	

Pre-Installation Building Inspection Form /Cont		Rev11 09/03/2025	Project Number:	2323
			Trustmark Licence number:	6212
			Liaison date agreed with customer:	29/03/2025

CUSTOMER ACCESS / DETAILS	Satisfactory	Remedial Action Required / Notes
Will customer be present during install?	✓	
Confirm access arrangements with customer including date of installation & time of arrival/departure.	✓	
Is it a safe working environment i.e dogs/children present?	✓	
Do any personal belongings of the customer need to be removed from work area? Ensure customer removes these prior to install.	✓	
Password given by customer for security purposes, if required by customer.	✓	
Can installer use washroom facilities?	✓	
Adequate parking?	✓	
Has "How to contact" card been left with customer?	✓	
Confirm emergency escape route from property.	✓	
Remedial action required / notes	X	

EEM DESIGN VALIDATION		
Are there any constraints imposed by the local planning authority (including requirements for planning permission, Listing as of Special Architectural or Historic Interest, Conservation Area constraints, Tree Preservation orders, etc.);	✓	
Are there any constraints imposed by the site, e.g. elevation and exposure (to sun, wind and rain); access, party walls, rights of light, consideration of adjoining properties,	X	
Have heritage, architectural features, structure, construction and condition been addressed?	✓	
Does the property have existing structural defects, leaks or damp?	✓	
Are any other energy efficiency measures already installed or proposed?	✓	
Do the occupants, have any special considerations relevant to them, such as with vulnerable persons e.g. children and elderly people or those with disabilities.	X	

ASBESTOS		
Have all attempts been made to identify presence of asbestos?	✓	
Is asbestos present?	✓	
Can boiler be located in another position so as not to disturb asbestos? If not, cease work and inform EMM Specifier	✓	
Inform customer that ACM present, but do not cause alarm to customer	✓	

SAFETY ALARMS		
Is there a fire alarm present?	✓	
Is there a carbon monoxide alarm present?	✓	
Has fire alarm been tested in past 12 months?	✓	
Has the CO alarm been tested in past 12 months?	✓	
Are alarms sufficient to cover new installation?	✓	

7.27 PROTECTED SPECIES		
Is the customer aware of any protected species at the property?	✓	
Is the customer aware of any invasive plant species at the property?	✓	
If so, will they impact on installation?	✓	
Inform funder as necessary	✓	

5.2.1 DESIGN ADEQUACY	The Design does not meet requirements as detailed below, clarification, further information or a revised retrofit design is required – include document references below or attach to form
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IDENTIFICATION OF SUITABLE EEM	The EEM meets the house holders' expressed requirements and the arrangements made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken; and the intended days and hours of working are agreed.
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Explanation needs to be made to the customer how the measures will be installed and the affect this will have on the property. Manage the expectations of the customer so that the customer fully understands the nature of the work due to be carried out in their home, to reduce confusion and complaints once the work is done. This will also help prevent any potential absences of the customer that the work may cause. Before commencing work you must explain the following:

Building permission required?	Is customer aware of requirement?	Minimum acceptable ventilation in Specification	
If installing a MCS2030 product (e.g. MCS/Funded) at the same time as installing a PAS2030 product, has the customer been informed exactly which products installed belong to the PAS2030 agreement?			

7.9 and 7.2 CONFLICT OF INTEREST	Has any conflict of interest been reported to the Client and appropriately managed?	
Name of Surveyor	Company	Date
Surveyor Competency to Annex		
Client Name	Client Signature	Date