


<b>Energy Saving Group Ltd Integrated Management System</b>		 <b>ENERGY SAVING GROUP</b> <small>For a better tomorrow save energy today</small>
<b>Document Title:</b>	<b>Pre-Installation Building Inspection Form (PIBI) – Room in Roof Insulation (Annex B12)</b>	
<b>Ref. No.:</b>	<b>GDPF34a</b>	
<b>Document Users / Security Class:</b>	<b>All Users</b>	
<b>Next Review Date</b>	<b>One Year</b>	

<b>Is there any other information which would help ensure the smooth running of the installation process?</b>	<b>No.</b>
<b>Customer Sign Off</b>	
<b>Signature of Client</b>	
<b>Date</b>	

Records of the pre-installation building inspection and its findings, including those relating to the suitability and completeness of the installation method statement, the retrofit design and any Client-related issues, shall be made by the inspector and retained by the Retrofit Installer, with a copy being made available to the Retrofit Coordinator and/or any relevant validation body, on request.

The findings of the pre-installation building inspection shall be independently checked by an appropriately qualified person prior to commencement of installation, with at least a randomly selected 1 in 10 sample of those checks (minimum of 1) including physical inspection of the dwelling by an appropriately qualified person.

**NOTE 1** For loft insulation and draught-proofing measures only, the pre-installation building inspection could be included as a first stage of an installation visit provided provision is made for actual installation not to proceed until any identified problems have been resolved.

**NOTE 2** Attention is drawn to the need to comply with applicable statutory requirements e.g. Building Regulations.


**NOTE 3** Attention is drawn to the need for the pre-installation building inspection to note any potential risk in relation to the on-going performance of installed services so as to enable liaison with the retrofit designer and/or service providers where relevant.

**NOTE 4** Retrofit Installers should encourage the persons appointed to undertake pre-installation inspections to familiarize themselves with the guidance provided in BS 7913 and BS 5250.

The requirements or guidance given in product manufacturer's instructions.

Where relevant to the type of installation being undertaken, the requirements or guidance given in **EX67 – List of Reference Documents for B12 Room in Roof Insulation**.

<b>Confirmation that the inspection undertaken has been carried out at a level of detail sufficient to confirm that the specified EEM can be safely and effectively installed at the designated location.</b>	
<b>Building inspection carried out by</b>	<b>Signed:</b> <b>Date:</b>

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