

A guide to the PAS 2030 Installer Assessment Process - Site

(Cross reference - Guidance No 65 - A guide to
the PAS 2030 Installer Assessment Process - Office)

There are two documents that form the basis of the site assessment. PAS 2030 defines the requirements for installers and is available from the BSI website; and the BBA Scheme Document(s) which are downloadable from our website. We would advise you to obtain copies of both documents and familiarise yourself with the contents.

PAS 2030 contains a series of core elements relating to all measures and a number of annexes giving the technical requirements for each product or system that is covered by ECO.

The site assessment will normally be completed within a day and will focus on the core criteria of both PAS 2030 (including the measure specific annexes for the system being installed) and the relevant Scheme Document(s).

These documents are generic in nature and give details of the basic requirements under ECO. They cannot identify all of the specific details that are required for the particular system and site that you are working with on the day. We will be expecting you to have all of the information required by PAS 2030 and the Scheme Document(s) available on site. This will be a combination of general data applicable to all jobs (such as operatives' competency cards) and site and system specific information (such as individual site surveys). Further details are given below.

The level of on-site installation instructions required will vary by the type of system or product that you are working with. For internal, external and hybrid wall insulation, we require you to have been provided with a system specific installation method statement from the manufacturer. This will have been agreed between the manufacturer and the BBA and will provide detailed information on all stages of the installation of the system, to ensure that it is installed in accordance with their requirements. Similarly, cavity wall insulation must be installed fully in accordance with the relevant BBA Certificate. For other measures, which are less complex, such as draught proofing, normal manufacturer's installation instructions are enough, but these must be available on site.

It is also a requirement that there must be at least one carded operative on site. This means an individual that has been trained and assessed as competent to install the system being used. We will only need to see the cards on site, but you must have additional records to support the award of such cards at the office.

PAS 2030 does allow the use of subcontractors on site, but you are responsible for ensuring that they meet all requirements of PAS 2030, in the same way as for your own workers.

It is important to recognise that we will need to see you actually working on site; it is not possible to make a judgement on the competence of your installation team by viewing completed installations. In some cases, such as external wall insulation, where there are multiple stages to the installation, we will need to see all of the key stages; your inspector will explain to you in advance of the visit exactly what stages he will need to see for the measure that you are installing.

Note: PAS 2030 also refers to a 'Method Statement'. This details the information that needs to be supplied and is general in nature; it should not be confused with the system specific method statements described above for external, internal and hybrid wall installation.



The BBA assessor will guide you through the assessment in a constructive way. To pass the assessment you will need to demonstrate that your staff meet the competency requirements defined in PAS 2030 and that your company has a management process in place that satisfies PAS 2030 and the relevant Scheme Document(s). Please do not be surprised if you receive non compliances; these will be carefully explained and you will be given time to respond with corrective actions.

In this guide we have illustrated what we would expect to see during the visit. In smaller companies many functions may be performed by just a few people, maybe even one person. Do not be put off by this, the ECO scheme assessment is just as appropriate for you as larger companies and we will take your particular circumstances into account during the audit.

Set out below are some key points on which we will need to be satisfied on site. There will also be system specific questions, depending on the type of product/system that you are installing. It is not possible to give full details of all possible measures within this document, but we have provided some basic examples of the type of information that we will need for **external wall insulation**, to give you an idea of what to expect.

Installation process

PAS 2030 requires that you define and record the installation process for each energy efficient measure you have applied to be approved for. This includes the elements listed in Section 4 of PAS 2030. The following information must be available to the installation team on site:

- Full details of all components on the system specified (including the relevant method statement or installation instructions).
- A copy of the survey report.
- A health and safety risk assessment.
- Reference to any other measures already present in the property and how they will interact with the measure to be installed.
- The location of the installation and any specific site or customer requirements.
- Tools and equipment need to be individually labelled so that they can be linked to calibration and maintenance records during office visits.
- Instructions must be available on handling and storage of materials (this could be marked on product packaging for example).
- Cards to demonstrate individuals' competence.
- Details of how the system is to be commissioned (where relevant).
- Handover to the customer must be carried out as required by PAS 2030.
- Records must also be produced by the installer on site, including:
 - Dates of commencement, completion and commissioning.
 - Names of all operatives undertaking the installation.
 - Details of any problems encountered and any remedial action taken.
 - Results of any performance testing carried out.

Areas examined for external wall insulation

You will need to have satisfy the following key points:

- Does the pre installation survey cover all of the necessary aspects required by Annex B4 of PAS 2030?
- Has the substrate been correctly prepared and starter rails correctly installed?
- Has the insulation been installed correctly, including around windows and penetrations etc?
- Have all parts of the finish coats been correctly applied?

The actual questions will be much more detailed, based on the specific requirements defined by the manufacturer for the system that you are applying; you must demonstrate that you understand why it is done in a certain way and that you are competent to actually do so on site.

This may all seem complex and indeed the requirements of PAS 2030 and BBA Scheme Documents are stringent and may include additional records to be kept over and above those currently retained, particular for smaller companies. However the BBA will work with you to achieve the necessary compliance and in maintaining your approval after the initial Certification process.

Should you have any queries, please contact the BBA on 01923 665300 or construction@bba.star.co.uk