



RISE

Retrofit information,
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Pre-Installation Building Inspection

Supply chain advice pack

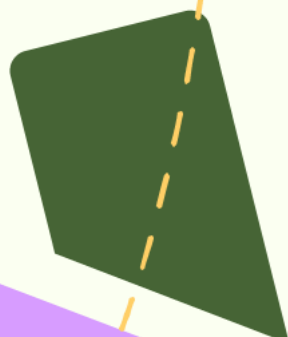
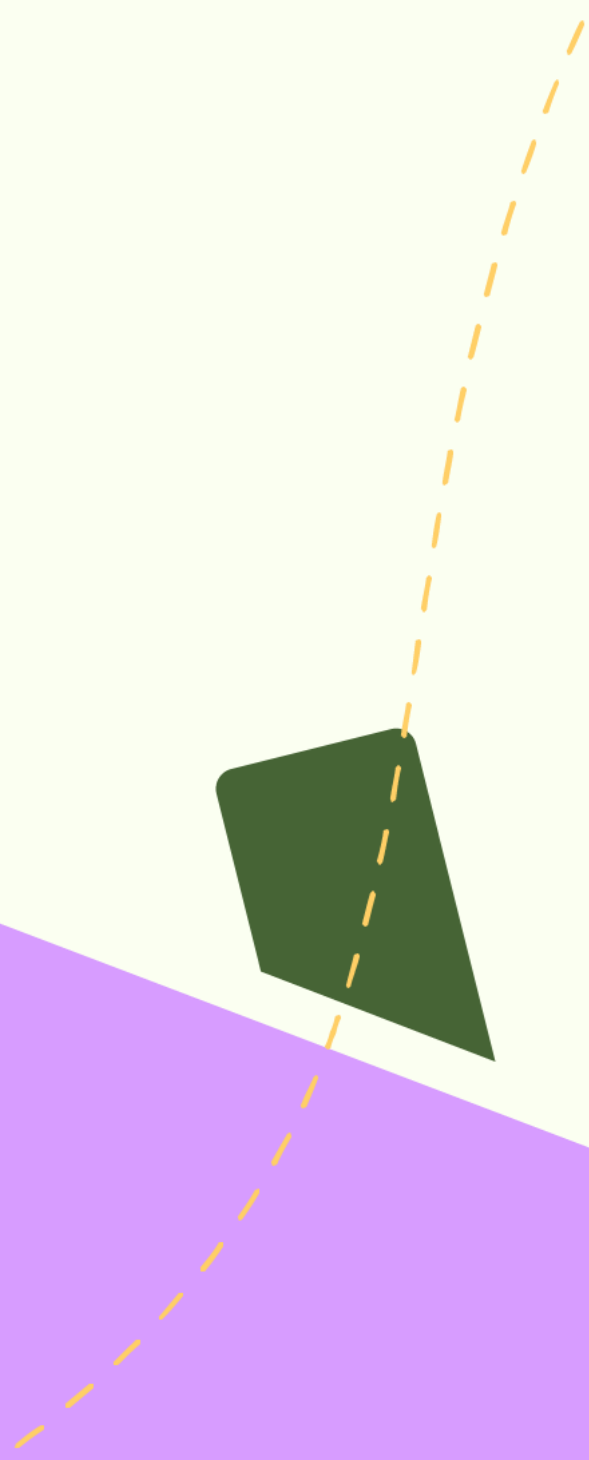
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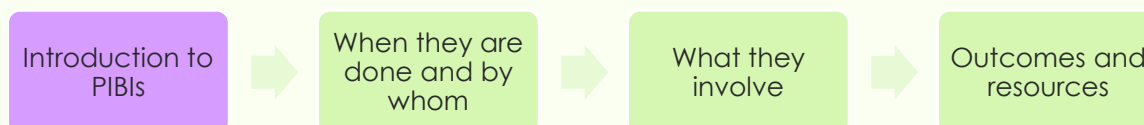
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Pre-Installation Building Inspection

Introduction

A Pre-installation Building Inspection (PIBI) is a mandatory step that should take place before any work begins on a PAS2035-compliant retrofit project. It is an on-site or remote inspection, which ensures that the property is suitable for the proposed energy efficiency measures and that risks are managed effectively. The main objectives of the PIBI are to check the feasibility of the retrofit design whilst verifying compliance with PAS2035 and ensuring that the residents' health and safety and the building's integrity are protected. This pack will cover:



PIBIs are a required step in the PAS process as outlined in PAS 2030: 2023 section 7.2 (see right)

7.2 Pre-installation building inspection

7.2.1 Undertaking the inspection

The Retrofit Installer shall undertake a pre-installation inspection of the designated location on the basis of the installation method statement prepared under 6.1, using a vocationally competent person as defined in the relevant measure-specific annex of this PAS.

The inspection shall be undertaken at a level of detail sufficient to confirm that the specified EEM can be safely and effectively installed at the designated location. Particular attention shall be given to potential moisture build up as a result of the installation and taking into account the fire safety of the dwelling and the functionality and/or safety of installed services (gas, electricity, water, telecommunications, etc.). The inspection shall include any specific pre-installation inspection requirements from the relevant measure-specific annex of this PAS.

Source: PAS 2030: 2023

When is the PIBI done and by whom?

The PIBI is carried out once the choice of measures and design work have been completed (and deemed compliant with PAS 2035 by the retrofit coordinator) and the project is moving to the installation stage.

It is the responsibility of the contractor who will carry out the works to conduct the PIBI and be satisfied that the selected measures and design are feasible and that the risks have been correctly identified and can be satisfactorily managed.

Purpose of the PIBI in PAS 2035

The PIBI supports the whole-dwelling approach, considering the property retrofit as an integrated system rather than applying isolated measures. This avoids unintended consequences like damp due to poor ventilation, or structural issues, and ensures long-term energy efficiency and occupant comfort.

Key elements

Verification of retrofit design

- Check that the proposed design aligns with PAS 2035 standards and includes all specified measures (e.g., insulation, ventilation upgrades).
- This prevents installation errors and ensures the design is feasible for the building.

Assessment of building condition

- Inspect for structural integrity, signs of damp, mould, thermal bridging, and any defects.
- This identifies issues that could compromise retrofit performance or cause unintended consequences like condensation or structural failure.

Ventilation review

- Examine existing ventilation systems and assess any requirements for post fabric works compliance with Building Regulations.
- PAS 2035 requires adequate ventilation to avoid indoor air quality problems after airtightness improvements.

Risk management checks

- Validate that moisture, overheating, and thermal bridging risks have mitigation strategies in the design.
- This will reduce the likelihood of damage and health hazards post-installation.

Utilities and services verification

- Ensure electrical, plumbing, and heating systems are ready for integration with new measures.
- This will help to avoid delays and ensures compatibility with retrofit solutions.

Presence of protected species

- If a species or plant that could be subject to special protection are found at the project site, it should be recorded in the inspection report and made known to the Retrofit Installer and the Retrofit Coordinator. NOTE Such species could include bats, birds, butterflies or dormice.

Evidence collection

- Take photographs, measurements, and complete required PAS 2035 templates (e.g., Ventilation Checklist).
- These are required to provide traceability and compliance documentation for audits and funding eligibility.

Independent verification

- Under PAS 2035:2023, PIBs must be independently verified by a qualified person and include a unique identifier and inspector details.
- Helps in strengthening quality assurance and accountability across retrofit projects.

Sign-off before installation

- Retrofit Coordinator reviews and approves the inspection report.
- RC approval ensures all risks are addressed before work begins, reducing performance gaps and costly rework.

Recording and reporting PIBI findings

While there is no single official, blank PAS 2035 Pre-Installation Building Inspection (PIBI) report template provided by the British Standards Institution (BSI), several industry bodies and software providers offer templates and guidance for compliance. The PAS 2035 and PAS 2030 standards define the requirements for the information that must be captured during a PIBI, rather than the specific document format itself.

Key information

- **Third-Party templates:** Various organisations involved in retrofit coordination and software development offer templates to help installers and coordinators ensure compliance. These are designed to be practical tools for data collection.
- **Compliance:** The crucial element is that all information necessary for PAS compliance is recorded. The PIBI confirms that the property information captured during the initial assessment is sufficient for the design and that the design is practical to install.
- **Sign-off requirements:** The PIBI must be signed by both the client and a person qualified for the specific measure being installed. For fabric and insulation measures, the PAS 2035:2023 update introduced a requirement that the inspection should be independently checked by a qualified, impartial third party.
- **Official guidance:** TrustMark, the government-endorsed quality scheme for retrofit work, has published guidance documents, including specific design and best practice information, which outline the details required in the inspection reports.
- **Software integration:** Many industry professionals use dedicated software and apps that have built-in digital forms and checklists to ensure all mandatory data and photo evidence is collected, helping to streamline the lodgement of projects with the TrustMark Data Warehouse.

Summary

- A PIBI is required after design and before installation.
- They cover a variety of elements for an installer to address before the installation takes place such as:
 - Suitability and completeness of the retrofit design
 - Confirmation with the client
 - Pre-installation building inspection records
 - Record of presence of protected species if applicable
- The full details of these can be found in PAS 2030:2023, section 7.2

Resources



Podcast: All RISE podcasts are available [here](#).

PAS podcast: "PAS for Warm Homes projects" available [here](#).



Masterclass: All RISE masterclasses are available [here](#).

PAS masterclass "PAS 2035 compliance" available [here](#).



Advice pack: All RISE advice packs available [here](#).

PAS advice pack: "Introduction to PAS 2035" available [here](#).



This pack aims to share insights, good practices, and lessons learned from the sector. It is intended for informational purposes only and does not constitute as recommendations or endorsements of specific suppliers, products, or services or as legal advice. Please always check the latest regulations.



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