

Retrofit Coordinators

Trustmark have developed a document to assist RFCs assistance on to what documentation is required for upload to the Data Warehouse

The PAS Hub software has the required 'Evidence Category' sections, so please do attached the correct documents to the correct category.

The document can be found here;

<https://assessorhub.net/SchemeDocuments/SchemeDocuments/GetSchemeDocument/578efd6a-f597-4acd-a1dc-65abb7029585?returnurl=%2FSchemeDocuments%2FSchemeDocuments%3FreturnUrl%3D%252FHome%252FMemberDashBoard>

In summary we expect the following documents;

Intended Outcomes Document; please upload the

- PAS PIO document

Risk Assessment; please upload the

- Included within the PAS Assessment report (see below)

Assessment report; please upload

- PAS Assessment report (the most recent version)
- Site note (most recent version)

Energy Report (if applicable)

- RdSAP Site Notes (the most recent version)

Retrofit Design; please upload your

- design documents,
- heat demand calculator (if applicable),
- thermal bridging details,
- manufacturers details of the product, any other information that supports the reasoning for using that material
- Ventilation upgrades and the output from the ventilation calculator
- Qualifications of any required third parties in the design process and do they meet the Risk Path requirements?

Medium Term Plan; please upload your

- Copies of your Medium Terms plans (there should be a minimum of three different versions) (Path B&C only)

Improvement Option Evaluation Plan

- Improvement Option Evaluation Plan (Path B&C only)

Compliance to the PAS 2030

- Compliance document (from Installer)

Compliance to the PAS 2035

- Compliance document (from Coordinator)

Handover documents; please upload

- Guarantees
- Certificates
- Manuals
- Any correspondence of information to and from the customer

Monitoring and Evaluation

- Details and/or the result from the customer feedback forms

We must remind our coordinators, that there must be sufficient evidence for a third party to replicate your assessment plans and projects to ensure they meet the PAS2035 compliance, and all the correct documents are labelled in the correct category's and lodged at the Data Warehouse

We also recommend you use the Core Logic documents provided as guidance or use them to meet the required compliance and PAS 2035

Also please remember that Trustmark also audit and monitor your reports

If you do have any questions or queries, then please do contact the team