

## Public Sector Decarbonisation Scheme Guidance: Boiler decommissioning certificates

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### Introduction

Decommissioning certificates are an essential document that must be provided to evidence completion of your Public Sector Decarbonisation Scheme project. This document provides guidance on what should be included on decommissioning certificates and why these are required.

Please note: Separate guidance on the completions processes and other completion documents required is available on the [‘Completing your project’](#) page on our website.

### What is a decommissioning certificate?

A decommissioning certificate is a document provided by a recognised third-party expert that evidences the disconnection/removal of the declared ‘end of life’ fossil fuel heating system. For example, any decommissioning of natural gas equipment must be conducted by a registered Gas Safe engineer.

Any decommissioning of fossil fuel equipment that was declared as ‘end of life’, with a commitment to removal made through your grant application, will be scrutinised if the project is selected for audit.

### Why do we require a decommissioning certificate?

As part of the Public Sector Decarbonisation Scheme project completion process, you are required to evidence the decommissioning of any existing end of life fossil fuel heating systems listed in your application form.

Therefore, we require assurance that the existing fossil fuel heating systems will not be operational once the new low carbon heating system has been installed and fully commissioned.

The provision of appropriate decommissioning evidence ensures that the scheme’s carbon saving goals and your project’s estimated carbon savings and resultant eligible grant value cannot be undermined by the continued operation of any fossil fuel systems which were declared in your application.

This evidence is required for project closure. Where decommissioning cannot be evidenced, grant funding may be withheld or reclaimed.

### Decommissioning process

Six things should be completed as part of the decommissioning process:

- Gas disconnection and lockout
- Hydraulic disconnection
- Electrical disconnection
- Flue system blocked off
- A label affixed to the boiler clearly stating the boiler has been decommissioned (only pertinent when the boiler is being retained in place)
- Decommissioning certificate

You must ensure that works comply with all statutory guidance and health and safety requirements at all times.

### **What should a decommissioning certificate include?**

A decommissioning certificate must clearly state the following:

- Date of decommissioning
- Site address/location
- Description of work carried out
- Boiler make, model, size and serial number
- Signed by contractor

If decommissioning has not yet taken place, then a decommissioning plan is required.

### **What should a decommissioning plan include?**

A decommissioning plan must include:

- A project programme
- Planned completion date for the decommissioning of the declared 'end of life' systems
- Signed by your authorising official

We will continue to require quarterly monitoring reports until you provide a final report confirming decommissioning has been completed.

### **What if we need to keep the boilers as a backup resiliency measure?**


Some buildings require backup heating systems which are fed by a different fuel type to the main system.

Your Public Sector Decarbonisation Scheme funding cannot be used to pay for the installation of any fossil fuel-based heating plant, even to meet N+1 redundancy or backup requirements. While you are required to remove your primary heat plant as part of the project, the existing backup fossil fuel heating plant can be retained for use with a Public Sector Decarbonisation Scheme funded low carbon heating system in certain cases. If this may apply to you, please contact your Salix relationship manager for guidance.

### **What if I cannot provide a decommissioning certificate?**

If you are unable to provide a decommissioning certificate for any reason, please reach out to your Salix relationship manager for further guidance.

## Example: decommissioning certificate template

Serial No		INSTALLATION/COMMISSIONING/DECOMMISSIONING RECORD			
<small>This Safety Record can be used to document the outcomes of the checks and tests required by The Gas Safety (Installation and Use) Regulations. Registered Business/engineer details can be checked at <a href="http://www.gasregisters.co.uk">www.gasregisters.co.uk</a> or by calling 0800 408 5500.</small>					
<b>Details of Registered Business</b> Gas Safe Register No _____ Registered Engineer's Name _____ Gas Safe Register Licence Number _____ Business _____ Address _____ Postcode _____ Contact No _____		<b>Work type (tick all that apply)</b> Installation <input type="checkbox"/> LPG <input type="checkbox"/> Domestic <input type="checkbox"/> Commissioning <input type="checkbox"/> Catering <input type="checkbox"/> Laundry <input type="checkbox"/> NG <input type="checkbox"/> Non-domestic <input type="checkbox"/> Decommissioning <input type="checkbox"/> Other <input type="checkbox"/>			
<b>Details of Site</b> Name (Mr/Mrs/Miss/Ms) _____ Address _____ Postcode _____ Contact No _____		<b>Detailed description of work carried out</b> _____ _____ _____ _____ _____ _____			
<b>Details of Landlord (or agent where appropriate)</b> Name (Mr/Mrs/Miss/Ms) _____ Address _____ Postcode _____ Contact No _____		<b>Description of additional work required</b> _____ _____ _____ _____ _____ _____			
<b>Record Issued by:</b> Signature: _____ Print Name: _____		<b>Received By</b> Signature: _____ Date: _____			
		Is the gas installation/appliance(s) safe to use? Yes/No*/NA <input type="checkbox"/> Have warning labels been affixed? Yes/No/NA <input type="checkbox"/> *If No, issue a Warning/Advisory Record (insert serial No.) _____			