

## Public Sector Decarbonisation Scheme Guidance: Practical completion certificates

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### Introduction

Practical completion certificates are an essential document that must be provided to evidence completion of your Public Sector Decarbonisation Scheme project.

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 practical completion certificate?

A practical completion certificate is a document provided by the contractor upon completion of your project. This document is important because it confirms that the works are in line with the scheme requirements. For measures such as heat pumps, it may also act as a holding document for the period between the measure being installed and it being fully commissioned and operational.

### Why do we require a practical completion certificate?

Public Sector Decarbonisation Scheme funding is contingent on your project removing fossil fuel heating systems and installing low carbon heating technologies. Practical completion certificates provide us with assurance that all measures in the project scope listed in your final application form have been installed as intended.

On project completion, all grant recipients are required to provide practical completion certificates from the contractors for all Public Sector Decarbonisation Scheme funded measures. This evidence is required for project closure. Where completion certificates are not provided, grant funding may be withheld or reclaimed.

### What should a practical completion certificate include?

We would typically expect a practical completion certificate to include the following:

- A description of the completed works, including technology type, number of units, and capacity
- The specific installation date and confirmation that the works meet the contract specifications
- A rectification period for addressing any snagging works or minor defects remaining at the time of completion
- Any relevant warranty or guarantee information starting from the date of practical completion

### Please ensure your completion certificates meet the below requirements:

- The person who signed the certificate is appropriately authorised, such as a project manager or contractor representative
- The installation date is accurate and aligns with the completion timeline in the contract

- The certificate includes a statement of conformity, confirming that the works are substantially complete and that any outstanding tasks are minor or will be addressed in the rectification period
- The statement of conformity in the practical completion certificate confirms that the works are completed to required standards and are substantially finished, allowing you to take possession. It also confirms that any minor tasks or defects will be addressed during the rectification (snagging) period.