

# Domestic Energy Assessor Evidence Requirements

## England and Wales

### Effective Date 1<sup>st</sup> June 2018

#### Core requirement

The evidence that members will collect must be robust enough to prove that the EPC lodged accurately reflects the property being assessed.

All evidence provided must relate to the property being assessed and reflective of the inspection date.

Evidence is required to be collected and retained to support every EPC lodged, some of which Elmhurst may call for audit.

The evidence presented must be of sufficient clarity to enable another qualified energy assessor (ie an auditor) to replicate the RdSAP calculation, without the need to access the RdSAP data inputs, and achieve the accuracy requirements specified below.

#### Accuracy requirements

An EPC is “acceptable” if it meets all of the following requirements;

- i) On the balance of probability it accurately reflects the property being assessed. This includes the accuracy of the property description and recommendations included on the EPC;
- ii) The sum of the absolute errors between the Member’s and Auditor’s SAP score is less than or equal to 5 SAP points;
- iii) It meets the agreed Conventions for the assessment process;
- iv) It meets the appropriate evidence requirements for the strand.

If it fails to meet any one of these requirements it is deemed “defective”.

## Evidence requirements

**Floor Plan**- A clear sketch plan covering all levels of the property and including:

- a) Measurements and area calculations
- b) Heat-loss perimeters
- c) Location of adjoining properties/party walls
- d) Internal room layout
- e) Identification of all heated and unheated habitable rooms
- f) Sheltered and alternative walls
- g) All extensions, conservatories and roof-rooms
- h) Any excluded/thermally separated areas

**Additional Documentation** – Members must record any data not covered by floor plans and photographic evidence.

- Site notes must also include any information used in support of decision making, reflective thought, or amendments to recommendations (e.g. identification of property age, construction, assessing primary heating system, meters etc).
- Evidence of any access issues - e.g. locked/sealed loft hatch, furniture obstructions, locked cupboard etc
- Where applicable documentary evidence to support an input in the EPC which that could be queried or be the subject of a complaint e.g. building control sign off certificate for a room in the roof, suppression of recommendations etc

**Photographs** – good quality photographs are required to demonstrate, as applicable;

- **Elevations** of the property showing doors, openings, extensions, conservatories, rooms in the roof etc
- **Insulation levels** – e.g. level and coverage of loft insulation, wall insulation etc
- **Main and Secondary Heating systems** – including radiators and boiler showing associated key features such as a condensate pipe or label indicating the boiler make/model, heating controls, water heating etc
- **Any other feature of the property, especially if the feature is out of character with the properties style or age, that may significantly affect the SAP rating** – e.g. wall construction, LPG cylinder, photovoltaic's, solar water heating, wind turbine

It is possible to show a number of the elements listed above in a single photograph although the image should be of sufficient quality to allow the auditor to clearly identify all relevant details.

All photographs should clearly show the subject details, show the context, be clear, in focus and adequately lit. Examples of good photographic evidence include;

- a) A photograph showing a radiator may also show a bay window which provides some contextual evidence around the description of the property being a 1930's semi-detached house;
- b) For a wood-burning stove, context would include a log basket next to the stove;

- c) For heating controls, general views of rooms showing the thermostat(s) and controllers as well as detailed photographs of the equipment;
- d) For solid wall insulation, a photograph of the external elevation showing the recess above the damp course

### Dating of photographs

Photographs should be dated to provide assurance that they relate to the property being assessed and the date of assessment.

Photographs embedded in documents (e.g. Microsoft Word or PDF documents) or otherwise altered to reduce file size for transmission purposes should be dated within the image and the master images must be retained in the Member's archive for possible inspection by Elmhurst or the relevant Government department, if requested.

## Auditing- Moving Forward CPD Course

This course provides detailed information about the new auditing process including evidence requirements, common issues and much more.

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