

On Construction Domestic Energy Assessor Quality Assurance Minimum Evidence Requirements England, Wales & Northern Ireland Effective Date 1st July 2010

Core Requirement

The evidence provided by an energy assessor to a Scheme, and retained by that Scheme, must be sufficient for a QA auditor to generate an EPC with an identical DER as the energy assessor based on the evidence provided, and that the evidence provided should be of such a nature that the QA auditor will be reasonably certain that the evidence provided relates to the particular Energy Performance Certificate.

Failure to supply the evidence quoted below will result in the request showing as 'Not Acceptable', this in turn will trigger two 'Targeted' QA requests. Missing evidence cannot be supplied once the QA audit has been completed.

Data File – This must allow the Scheme QA auditor to assess the accuracy of the EPC against each stage of data entry associated with DER.

PDF's or hard copy of the input sheet will no longer be acceptable. Please send in the trans.mdb file for Design SAP2005 surveys or XML file for Design SAP2009 & 2012 surveys.

Floor Plans, Elevations, Sections etc. – These must allow the Scheme's auditor to recalculate the EPC without reference to the assessor's data file and must also ensure that the auditor can easily measure:

- Internal perimeters
- Internal floor areas
- Warmer living area
- Storey heights
- Roof areas
- Wall areas
- Window and door sizes
- Thermal bridging lengths

Photographs of plans are not acceptable as QA evidence as the auditor cannot scale from these. If only hard copies of plans are available then the assessor will need to send a stamped, self-addressed envelope with each set of paperwork so this can be returned.

Other Evidence to Justify the Suppression/Inclusion of Additional Recommendations – The assessor must provide reasons to support the decision to amend the recommendations generated by the software. The QA auditor will use their professional judgement to check the validity of the change.

Manual Calculations Undertaken in Line With SAP 'Appendix Q' (Special Features) – The assessor must provide any evidence used to support 'Appendix Q'/'innovative energy saving features' calculations (e.g. manufacturers' data sheets) and the QA auditor will apply their judgement as to whether the level of evidence is acceptable.

Specification Notes - Specification notes should include details of all building services equipment installed within the dwelling and all other non-dimensional information required for the QA auditor to reproduce the EPC.

U-value Calculations – Where an assessor has calculated U-values within the survey using the U-Value Calculator, then the data file will contain a copy of these and no further evidence is required unless they differ from the Specification Notes provided.

Where the assessor has entered u-values from a third party source, then a copy of the u-value calculation reports must be provided so the auditor can verify their source and that they match the Specification Notes.

'As Built' checks – All of the following evidence is required so that the QA auditor can verify that the dwelling has been constructed as per the design:

- **A statement from the Developer, or equivalent person who is the client for the building's construction, that the dwelling has been constructed in line with the design and, if not, what the differences are between the constructed dwelling and the design. This should include confirmation of details not available at design stage such as manufacturer and specific model of heating systems etc.**
- **A copy of the air pressure test certificate relating to the dwelling. If an average test result for a house type has been entered, certificates for all tests that make up the average score should be provided.**
- **A signed copy of the DCLGs Accredited Construction Details (ACD) checklists, if applicable. If other thermal bridging details are used, sufficient evidence such as signed checklists/details should be provided.**
- **Where thermal bridging Psi values have been calculated by a third party, evidence will be required to support the data entered along with proof that they have been produced by someone with suitable experience and expertise.**

If sufficient evidence is not provided, the auditor may deem the QA audit to be in breach of the DCLG Minimum Evidence Requirements and result in a 'Not Acceptable' audit.

Contact Us -

If you have any questions about the QA auditing process or minimum evidence requirements please give the OCDEA Support Team a call on 01455 883 236 prior to evidence submission to prevent audits being deemed 'Not Acceptable'.