

DEC Quality Assurance Minimum Evidence Requirements England, Wales, Scotland & Northern Ireland Effective Date 1st April 2012

Core Requirement

The evidence provided by an energy assessor to a Scheme, and retained by that Scheme, must be sufficient for an independent assessor to generate a DEC with the same OR as the QA assessor and make the same judgement of the Advisory Report. Additionally this evidence must include the provision of photographs, site notes, floor plan, and data file and/ or OR Calc (or equivalent within other software) data collection forms, which relate to the particular building being assessed.

Data File – This must detail the information used by the DEC Assessor to calculate the DEC, which allows Scheme QA auditors to assess the accuracy of the DEC against each stage of data entry associated with the OR software. If ORCalc software is used then the ORCalc data file is required. For all other software the xml file should be submitted.

Floor Plan/Drawing – This must be accompanied by clear evidence as to how the floor area of the building was verified in accordance with DEC Convention 2.08. Evidence of one of the four methods detailed in this Convention must be submitted.

Site Notes – The DEC Assessor must provide, within the site notes, anything used in support of decision making, reflective thought, or amendments to recommendations which is not provided through other sources of evidence. These should be signed and dated.

Energy Data - This can be in the form of copies of utility invoices, delivery quantity notes or meter readings. Monthly spreadsheet data is acceptable if properly presented, clearly showing the fuel types, measurement period and consumption (including units). It is important that such data can be linked to the relevant meters. An Energy Summary should be provided to enable the auditor to see how the data entry was derived. If any OSRs or LZCs are included in the DEC assessment, then evidence of metered output is required.

Photographic Evidence – The following photographs must be provided, where accessible and must be dated on or within the image:

- All external elevations; front, rear and side(s)
- Any other photographs relevant to confirm the DEC Assessors findings. E.g. HVAC systems, building environment, building use, energy meters and relevant aspects of the building for the Advisory Report (if applicable).
- Aerial view of the building (Google Earth or similar) should be provided.

If it is not possible to take a photo, site notes shall explain why photographic evidence is not available.

Additional Evidence Required -

- Suitable evidence must be provided for any extended occupancy hours. This should provide sufficient detail to show how the annual hours total was calculated and, if only part of the building has extended occupancy, the details of the calculations involved.
- Evidence of Separable energy if this option has been used.
- Justification of the suppression or inclusion of standard recommendations the Advisory Report.
- Justification of the inclusion of a bespoke recommendation in the Advisory Report.
- Any other information to justify the approach taken to DEC and Advisory Report production.

Where a site visit is NOT required (because the DEC Assessor has previously issued a DEC for the building):

- Submission requirements are as above - i.e. the data file, original site notes, energy data, photographs, floor plans and floor area validation and any other relevant evidence must be submitted.
- In addition, written evidence from the building occupier must be obtained confirming that no relevant changes have taken place to the building since the last DEC was issued by the assessor. Such evidence would include any changes to floor area, building usage, occupancy and whether any OSRs or LZCs have been installed.

Important Note -

Where the evidence submitted does not meet DCLG Minimum Evidence Requirements, and does not allow the auditor to accurately reproduce the DEC, it is likely that the audit result will be 'Not Acceptable'.

Contact Us -

If you have any questions regarding the QA audit process or minimum evidence requirements please call the NDEA Support Team for help and advice, on 01455 883 231, prior to evidence submission.