

On Construction Domestic Energy Assessor Quality Assurance Minimum Evidence Requirements Scotland Effective Date 1st July 2010

As part of an ongoing process of quality assurance, Elmhurst Energy will be auditing a sample of EPCs submitted by On Construction Domestic Energy Assessors (OCDEAs). In order to do this effectively, it is essential that assessors provide sufficient evidence to allow us to check the data entry into Design SAP and OCDEAs are therefore expected to keep adequate records of all work undertaken.

Core Requirements

The core standard is that it must be possible for an independent assessor to generate an EPC with an identical rating using the evidence provided. All submissions for QA Audits must include a Surveyor ID and RRN.

The *minimum* evidence requirements are:

- **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. Please send in the XML file for Design SAP 2009 & 2012 surveys. PDF's or hard copy of the SAP reports are not acceptable.
- **Design 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. Hard copies of drawings are accepted by postal submission.
- **Specification Notes and U-value Calculations**– 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.
- **'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 applicable.**
 - **A copy of the Scottish Accredited Construction Details (ACD) checklists, if applicable.**