

DEA Quality Assurance Evidence Requirements for RdSAP GO Mobile App Users

All regions

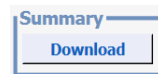
Where a member chooses to use mobile software for RdSAP data collection, the evidence requirements remain the same although may be met in different ways, as detailed below.

IMPORTANT NOTE - This document should be read in conjunction with **WI01 DEA QA Evidence Requirements England, Wales and Northern Ireland Regions** or **WI07 DEA Minimum Evidence Requirements Scotland**.

Supplementary Evidence Requirements

Electronic or hand-written survey form/data file- a detailed summary of the data inputs used in the RdSAP assessment. If an electronic or hand-written survey form is not provided for audit purposes, the relevant Elmhurst RdSAP data summary PDF document must be submitted. This is available to download via the DEA Zone, in one of the following ways:

- From the 'Results' page of the RdSAP assessment, click the following box:



- From the table displaying the assessor's list of surveys, click the following symbol:



PLEASE NOTE - An Elmhurst RdSAP data summary PDF document will only be accepted for Quality Assurance (QA) purposes where RdSAP GO has been used to collect survey evidence on site. If RdSAP GO has not been used for evidence collection, a suitable data collection form (electronic or hand-written) must be submitted for audit.

Floor Plan- A clear sketch plan covering all levels of the property.

This can be one of the following:

- **A hand-drawn sketch which has been photographed/scanned**
- **A floor plan produced using appropriate software, such as Elmhurst Sketch**

Please note: Elmhurst offers a separate floor plan form designed especially for use with GO Capture, which **SF24 GO Capture Floor Plan Form**. This incorporates space for floorplans, calculations, site notes, a room identifier and a photo checklist, and is available in the Documents Download area of **Access Elmhurst**.

Site Notes- Site notes must record any mandatory data not covered by floor plans and photographic evidence.

The following formats may be used:

- **Hand written/typed notes (either on a dedicated form or annotated on the floor plan). These may be photographed or scanned for storage/submission purposes**
- **Notes annotated to photographs taken with Elmhurst's GO Capture App**
- **Notes made using Elmhurst's Sketch software**

Photographs- All photographs must be dated within the image to provide reassurance that they relate to the property being assessed and the date of assessment. Electronic files shall be acceptable if there is a reasonably secure means of dating the file.

It is possible that a number of the elements may be shown in a single photograph. However, should a Member choose to adopt this approach, they must ensure that the photograph is of sufficient quality to allow the auditor to clearly identify all mandatory details.

Photographs embedded in documents (e.g. Microsoft Word or PDF documents) or otherwise altered to reduce file size for transmission purposes must be dated within the image*

***Please note:** photographs embedded into Elmhurst Evidence PDF files will display date and time information underneath each image, along with any annotation.

Technical Support

For all **RdSAP GO** queries and technical issues, please contact the
Existing Dwellings Team.

Elmhurst's support teams are available Monday to Friday - 09.00 to 17.00

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