



DEC Quality Assurance Minimum Evidence Requirements England, Wales & 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 and OR Calc– 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.

Floor Plan– This should consist of accurate drawings allowing the floor area to be calculated, or alternative suitable means of determining the floor area.

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. This will include evidence of:

- Energy Sources e.g. Utility bills, delivery quantity notes etc
- Meter readings (as photographed)
- Measurement periods
- Energy consumption data for separable process uses (with reference to TM46) and LZC
- Fuel Types

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

- Ariel view that identifies building layout and confirms orientation, i.e. Google maps.
- All external elevations; front, rear and side(s)
- Any other photographs relevant to confirm the DEC Assessors findings

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

Please note: all photographs must be dated within the image to prevent the use of stock images. Electronic files will only be accepted if there is a ‘foolproof’ means of dating the file.



Additional Evidence Required

- To justify the suppression or inclusion of standard recommendations the Advisory Report
- To justify the inclusion of a bespoke recommendation in the Advisory Report
- Suitable evidence must be provided for any extended occupancy hours
- 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 done a previous year DEC)

Data File and OR Calc– 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

You should receive from the building occupier /site manger etc that there has been no change to the way the building is used; occupancy hours, separable energy uses, building dimensions etc.

Energy Information from client - as per the case with "site visit".