



Title: Qidos Sampling and Cloning Auditing
Ref: QSCA001
Issue: v.2.0
Issued By: Jonathan Ellis **Date:** 26/05/2015
Approved By: Philip Salaman **Date:** 26/05/2015

Revision History

Issue	Issued	Approved	Reviewed
1.0	26/04/2011	27/04/2011	17/10/2012
2.0	26/05/2015	26/05/2015	

Sampling and Cloning Auditing

Assessor selection

If a domestic energy assessor has completed an EPC using multiple EPC production techniques (in line with current CLG guidance on the subject), then they must declare that they have done so within the completed report in iQ-Energy. The assessor does this within the first page of the EPC survey that they have created:

Survey Details

Assessment Date: 16/11/2010

Has this EPC been completed using sampling/cloning techniques?
[Please download Sampling and Cloning Guide here.](#)

Site Notes: [Empty text box]

Related Party Disclosure: No related party

Addenda to EPC

UPRN * : 3414874868

The assessor must tick the box which asks “Has this EPC been completed using sampling/cloning techniques?” if they have done so. Below the tick box is a link to the current CLG guidance outlining the current government approach to sampling/cloning, so that is the assessor can determine whether or not they are able to use these techniques when entering their reports.

If the assessor has used sampling/cloning techniques then they tick the box and complete the report in the normal manner. Within their site notes, the assessor would be expected to reference the fact that they have used sampling techniques for each particular EPC.

Quidos recognition

Quidos is able to view which EPCs lodged through the scheme have been created using multiple sampling/cloning techniques through the iQ-Energy system. By logging in as the administrator, the filter option can be used to determine on which EPCs the assessor has indicated that they have used sampling/cloning techniques.

Additional auditing

The Scheme Operating Requirements state that “where such techniques have been used, Scheme must have procedures in place that undertake additional QA checks which ensure that DCLG guidance in this area is followed.” At the beginning of each month, Quidos sends out its monthly requests to assessors for the random sampling requests. At the same point, the Quidos Quality Assurance administrator will use iQ-Energy to determine whether any EPCs in the past month have been lodged using multiple cloning and sampling techniques, and call for audit a selection of the

reports lodged. As a bare minimum, every assessor who lodges EPCs using the cloning techniques will:

- Be audited on an EPC lodged using multiple sampling and cloning at least every 6 months

Information on all sampling and cloning EPCs lodged through the scheme will be recorded within the Quality Assurance\Domestic\Sampling and Cloning folder, along with details of which EPCs have been called for audit. This will ensure that we can monitor which assessors have lodged reports and on which reports they have been audited on.

Any specific reports called for audit will be recorded within the Random Sampling statistics submitted by Quidos, but will be carried out in addition to any random requests sent out.

The audit requests will be sent out in line with normal operating procedures however the auditing of the reports will be completed with additional checks to ensure that all correct techniques have been followed by the assessor. If the report fails the audit, then the additional two targeted EPCs will be requested on other reports completed using sampling and cloning. If there are not two further EPCs of this type available, then the targeted auditing will focus on conventional reports.

Self policing

In its current format the onus is on the assessor to declare whether or not they have used sampling and cloning techniques to create an EPC.

If during the course of a conventional audit, the Quidos auditor determines that the EPC has in fact been created using sampling and cloning techniques but the assessor has not indicated as such within the report, then they will be severely reprimanded for their conduct, and at a minimum a further two EPCs should be requested for audit and will fall under the Targeted Auditing banner. If the same assessor is then found in the future to have created further EPCs without correctly identifying that they have used the techniques then their membership will be immediately suspended and the scheme will decide on the requires remedial action. All shall be recorded in the Quality Assurance\Domestic\Sampling and Cloning folder.