

# QA Minimum Evidencing Checklist

## APPENDIX B - DEA QA Standards

Required Evidence	Notes	Supplied?
EPC	A copy of the lodged EPC to be provided	
On-site data collection sheets	Field sheets, Site Notes produced from mobile App	
Floor plan	E.g. sketch showing all levels, measurements, heated rooms, HLP/party walls, calculations	
Site notes	Written notes of anything that would support your decision-making, thoughts, or amendments to recommendations (property age, construction, heating system notes etc) – NOT SAME AS DATA COLLECTION SHEETS	
<b>Photographic Evidence:</b> <i>Photos must be date-stamped within the image and metadata retained</i>		
Front elevation		
Rear elevation		
Side elevation	Applicable for detached or semi-detached dwellings	
Wall insulation	Showing clear evidence of insulation (i.e. drill pattern); certification	
Roof construction		
Openings	Window, open chimneys, feature not noted in other images	
Window glazing age/gap		
Primary heating system	Boiler identification plate and other features	
Heating system controls	All appropriate controls	
Secondary heating systems	Open fires, fixed room heaters	
Heating fuel (Main/Secondary)	Connected gas/LPG, mineral, wood, dual etc.	
Loft insulation	In context (E.g. solid ruler demonstrating thickness)	
Evidence of wall thickness	In context (E.g. measured with tape)	
Conservatory	Separation; Heated?	
Water heating system	Cylinder size, insulation thickness, cylinderstat?	
Electricity Meter	Taken to confirm tariff; accessibility	
Gas Meter	Taken to confirm fuel; accessibility	
Low-Energy Lighting	LED, CFL, LFL ONLY	
Additional features	Other feature of the building or limitation whose presence or absence may be reasonably considered likely to affect the SAP rating (e.g. showers, renewables, FGHRs)	
	Evidence that inspection of a particular element is impractical	
	Any other evidence required to justify suppression or inclusion of additional recommendations (E.g. insulation certificates, MCS, FENSA, building control completion certification)	