

APPENDIX B: Evidence Collection Guidance

For audit, DEAs are required to supply sufficient evidence for the auditor to be able to replicate the lodged report without question. The following list is guidance for what DEAs should be collecting whilst on-site undertaking an assessment.

Evidence for Upload	Notes
EPC	<i>A copy of the lodged EPC to be provided</i>
On-site data collection sheets	<i>Raw collected assessment data indicating the data inputs to be made; iQMobile acts as data collection sheet</i>
Detailed floor plan & calculations	<i>E.g. sketch showing all levels, dimensions, window measurements, extensions, heated rooms, HLP/party walls, calculations; may also include LELs, location of heating controls etc.</i>
Detailed site notes <i>NOT SAME AS DATA COLLECTION SHEETS (site notes shall be supplementary to field sheets, but not in place of)</i>	<i>Written description of anything that would support your decision-making, thoughts, or amendments to recommendations (property age, construction, heating system notes, etc.)</i>
Photographic Evidence:	Photos must be date-stamped within image or have the photographic metadata retained for checking
Elevations, Openings & Construction	<i>All dwelling elevations; wall (inc. alt walls), loft, roof room and floor construction; open fires, doors, all windows, conservatory.</i>
Glazing details	<i>Orientation, glazing category and type, location, dimensions, shutters</i>
Wall Insulation	<i>Clear evidence of insulation (i.e. drill pattern); certification</i>
Floor Insulation	<i>Clear evidence of insulation, visual or documentary</i>
Loft Insulation	<i>Full loft space covered; measured in context (measuring tool against thickness)</i>
Space Heating System	<i>Evidence of device type, Boiler/heat pump identification plate, all heating controls, fuel tank (LPG/Oil), emitters, pump age, flue type.</i>
Secondary Heating	<i>Open fire, fixed room heaters; solid fuel options</i>
Water Heating System	<i>Cylinder size, insulation thickness, declared cylinder heat loss (if applicable) presence of cylinderstat</i>
Ventilation	<i>Chimneys, flues, fans, vents, flueless devices. Air pressure test certificate (if applicable), mechanical ventilation details (type, database details, duct type, duct insulation)</i>
Renewables/Recovery systems	<i>PV (roof coverage or exact details), Batteries, Solar, hydro, wind turbines, appendix Q, FGHRs, WWHRs. Image and documentary evidence (if applicable)</i>
Meter	<i>Images of gas and electric meter to confirm tariff and smart/export capabilities</i>
Additional features	<i>Other feature of the building whose presence or absence may be reasonably considered likely to affect the SAP rating (e.g. showers, corridor type)</i>
Limitations	<i>Evidence that inspection of a particular element is impractical; either photographic or written in site notes</i>
Documentary Evidence	<i>Any other evidence collected as part of the assessment, including such evidence as required by Conventions (insulation certificates, MCS, FENSA, building control sign-off, u-value calculations)</i>