Minimum Evidence Requirements – DEA

All data should be collected as applicable to the property being assessed. An auditor must be able to replicate the EPC using a combination of the evidence requirements below. Evidencing may not always be photographic; documentary evidence may also be applicable to meet the required evidencing. This is a minimum evidence list only; additional evidence may be required depending on the property being assessed and its specific characteristics.

Category	Required Evidence	Comments
Floor Plan	• A clear sketch plan covering all levels, including: • Measurements and area calculations of all building parts • Window measurements and orientation • Internal room layout • Identification of heat loss and party walls	All measurements and calculations must be in metric and to 2 decimal places. Window measurements & orientation may be directly input to site notes (mobile or paper)
Site Notes	• Must record any mandatory data not covered by floor plans and photographic or documentary evidence. • Must include any information used in support of decision making, reasoning, or amendments to recommendations (e.g. identification of property age, construction, assessing primary heating system, etc.).	
Photographic Requirements *Photographs must be clear and date stamped, and geo-tagged where possible. Photos are only required where applicable to the property being assessed. A single photo can be used to evidence a number of applicable elements. Where photographic evidence is not possible, documentary evidence may be used instead to meet the requirement.*		
All Dwelling Elevations	• Front elevation • Rear elevation • Side elevation, where appropriate • All alternative walls to be shown clearly in elevation evidence • Unheated/heated corridors leading to entrance to flat/maisonette	
Construction	• Wall construction type • Party wall construction type • Wall thickness for any building part, to include any alternative walls • Roof construction types • Floor construction types • Conservatories — evidence of separation and heating, if heated	
Insulation	• Wall insulation — evidence of cavity drill pattern to walls. External and internal wall insulation evidence, or any documentary evidence confirming insulation presence and thickness	

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Category	Required Evidence	Comments
	• Loft insulation/Room in roof insulation — to include photograph of measured thickness and an overview of the loft to confirm recorded levels extend across the loft area. Photos/documentary evidence to confirm room in roof elements are insulated to what is recorded, if detailed assessment method is used • Floor insulation — clear evidence of insulation, visual or documentary • U-value calculations, if any are overwritten	
Openings	• Windows — differing glazing; at least one photo of each differing type/age/draught proofing; FENSA certificate if glazing details are known • External doors	
Lighting	• One example of each different type of lamp within a fixed fitting	
Space Heating	• Primary heating systems • All heating controls being recorded • Emitters • Fuel tank/storage (LPG/Oil) • Secondary heating system, including fuel where possible	i.e. – boiler/heat pump, boiler/heat pump ID label, key features, pump age and flue type.
Water Heating	• Hot water cylinder details including size, thickness and thermostat if applicable. Declared cylinder heat loss if present • Shower types • WWHRS evidence • FGHRS evidence	
Ventilation	• Chimneys, flues, fans, vents, flueless devices • Air pressure test certificate • Mechanical ventilation details (type, database details, duct type, duct insulation)	
Renewables	• Solar PV/hot water • Solar diverter • Batteries — evidence of storage capacity being recorded	External photos for roof coverage or exact details; documentary evidence required for exact details, e.g. MCS

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Category	Required Evidence	Comments
	• Wind turbines • Hydro — and evidence to confirm the power generation	
Meters	• Gas and electric meters — showing dual rate or to confirm tariff, or to show smart/export ability	

Documentary Evidence

Documentary evidence may be used in place of, or alongside, photographic evidence where it is not possible to obtain a photograph, or where documentary evidence provides clearer confirmation of a data item.

All documentary evidence must be used in accordance with RdSAP Convention 9.02, be specific to the property being assessed, and be sufficient to allow an auditor to independently verify the item.

Documentary evidence must not be used as a default substitute for a site visit or photographic evidence where photographic evidence is reasonably obtainable, and its use should be recorded in the site notes along with the reason photographic evidence was not obtained.