

Technical Bulletin

Issue: December 2020





Welcome to the ecmk Quarterly Technical Bulletin

In this issue we cover:

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- Electric Combi Data Input
- Mechanical Ventilation
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- Fuel Poverty Annual Report 2020
- Retrofit Info
- Green Homes Grant Ext
- The ecmk Christmas Quiz

Please do contact us if you would like any other subjects to be covered in future bulletins.

Many thanks and we hope you enjoy the bulletin.

Stephen Farrow Scheme Manager







CPD - How to Claim FREE CPD

CPD Uploading & Evidence of Completion

ecmk members are required to attend a minimum of 10 hours of Continual Personal Development (CPD) per year in order to keep up with this constantly evolving industry. An additional 5 hours is required per additional qualification. For example, a DEA and NDEA will require a minimum of 15 hours per year of CPD.

All ecmk members are entitled to 4 hours of FREE CPD each year.

Your 4 hours of FREE CPD can be claimed at any time during the year. Simply email training@ecmk.co.uk and advise us of your preferred CPD session including the date and time. Information on all our training sessions can be found on the ecmk website - click here. Once we receive your request you will be sent a confirmation email confirming your place on the CPD session with the link to the CPD session to follow closer to the event.

Members are reminded that:

- CPD must be relevant to the qualification.
- Any certificates must be uploaded with the claimed hours.
- If the CPD is self-learning or reading, then please use the CPD planner provided on Assessor Hub (ACC-105a), or a brief summary of the learning outcomes must be provided.

Please refer to the following scheme documents:

The Scheme Guidance Document ACC-104
The CPD Policy ACC-403
The CPD Planner ACC-105a

(These can be found on the Scheme Documents Tab on Assessor Hub)

For upcoming CPD sessions - click here





Common Audit Failures

It has recently been noted that Energy Assessors are not uploading audit evidence when required for cloned reports.

When requested, Energy Assessors must ensure audit evidence is checked and relevant, then uploaded correctly to the RRN being audited. Please do not assume that the auditor will locate the audit evidence by accessing the original report.

Site inspection reports and images (amended if applicable to the data input also amended) should be included with the report being audited and not the original report.

Please note: Auditors are not permitted to search members information for information regarding audits which have not been requested.

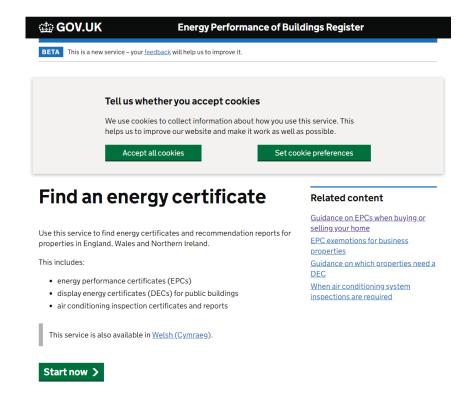
Any future audits called with no audit evidence attached, will automatically fail and the Energy Assessor suspended.





GOV.UK NEW REGISTER

Government Register & New EPC Format



There has been a radical change in the way we view EPCs and the associated data.

MHCLG have taken control of the register from LandMark and have combined the national registers to form a single UK register (excluding Scotland which has its own register).

Until recently the operation of the register has been outsourced and run as 4 separate services:

- England & Wales Domestic Register
- England & Wales Non-Domestic Register
- Northern Ireland Domestic Register
- Northern Ireland Non-Domestic Register

Rather than re-procure these services as outsourced contracts, The Ministry of Housing, Communities and Local Government (MHCLG) has decided to bring ownership of the register service in-house. We will also consolidate these 4 registers into a single register for England, Wales and Northern Ireland (Scotland still has its own EPC register).

For more information from the MHCLG - click here

The resulting EPC document is quite different to that which is currently in place.









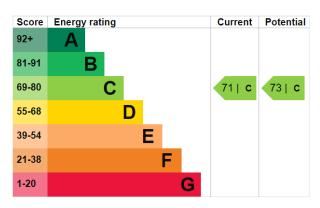
At present the EPC document is a static PDF detailing the property's energy efficiency rating and current installed measures at the time of inspection by the EA.

The EPC will now be a live, responsive web-based document which will automatically amend with fuel and energy price changes, climate changes and any other NOS (National Occupational Standard) changes or amendments which will ultimately update running costs in real time.

Energy efficiency rating for this property

This property's current energy rating is C. It has the potential to be C.

See how to improve this property's energy performance.



The graph shows this property's current and potential energy efficiency.

Properties are given a rating from A (most efficient) to G (least efficient).

Properties are also given a score. The higher this number, the lower your carbon dioxide (CO2) emissions are likely to be.

The average energy rating and score for a property in England and Wales are D (60).

Breakdown of property's energy performance

This section shows the energy performance for features of this property. The assessment does not consider the condition of a feature and how well it is working.

Each feature is assessed as one of the following:

- very good (most efficient)
- good
- average
- poor
- · very poor (least efficient)

When the description says 'assumed', it means that the feature could not be inspected and an assumption has been made based on the property's age and type.

Feature	Description	Rating
Wall	Cavity wall, as built, insulated (assumed)	Good
Roof	Pitched, 100 mm loft insulation	Average
Window	Fully double glazed	Average
Main heating	Room heaters, mains gas	Average
Main heating control	No thermostatic control of room temperature	Poor
Hot water	Gas multipoint	Average
Lighting	Low energy lighting in 66% of fixed outlets	Good

Removal of Digital Certificates

Energy Assessors can now add an address directly to the EPC register by using the Assessor Hub's "Add Address" function. This can be used for adding a Domestic Address as well as Non-Domestic Addresses, cutting out the need for Digital Certificates.

Please be aware that the address details must be checked before being added to the register to ensure all information is correct, including location and spelling.









Non-Domestic

SBEM software for new E&W and NI EPC registers

For Non-Domestic and DEC EPCs, please download the new version of iSBEM, Version 5.6b - click here

From September 2020, assessors must obtain the UPRN for non-domestic and DEC reports from Assessor Hub and enter the UPRN into the software file.

Please select 'Domestic' as there is only one register now. The Non-Domestic option has been deactivated and will be removed on the next software update.

If the address is not listed, the assessor must add the address they require into the software file and leave the UPRN box with '0'.

Assessors must check the spelling and grammar when adding an address, as there will be no way to alter the address once lodged, unless another certificate is lodged with the correct address on at a cost to the member.

NB: Assessors should not look up previous EPCs to find an RRN on the new version of iSBEM.

Any numbers put into these fields - the UPRN or "previous EPC RRN" field should be taken directly from the Assessor Hub address search. The xml file is then uploaded into Assessor Hub in the usual manner and lodged.

The new register to obtain lodged EPCs is available <u>here.</u>

For DEC reports, the new versions of ORCalc and the CIP files will be uploaded to Assessor Hub portal > scheme documents once we obtain them.

If you require to add a new address, please follow the simple instructions from this video here.





GOV.UK Guidance for Energy Assessors During Pandemic

ecmk take the health and well-being of all our members into great consideration and therefore include Government advice for Energy Assessors who are still working in customers' homes.

- For guidance from PEPA on visiting properties to conduct assessments click here
- For updates from the Government on working safely during COVID-19 click here
- For Government advice on how COVID-19 affects EPCs click here



Risk assessment during the coronavirus (COVID-19) pandemic

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it will help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- · think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this is not possible, control the risk

For government advice on what to include in your COVID-19 risk assessment – click here







NEW Conventions Doc V11.1 – 1st December 2020

The new v11.1 conventions for RdSAP will come into force on the 1st December and is split into two convention items. These will read as follows:

#	Topic	Conventions	Issue date
3.05a	Age bands for conversions of heated buildings	After applying Convention 1.01, for a conversion of a building originally intended to be heated (e.g. a non-domestic building converted into a house or flats, for example a school, a hotel, a community hall or other) or where a dwelling has been sub-divided (e.g. larger house converted to flats) always use the original construction date , and specify upgraded elements only where documentary or visual evidence is available. See Convention 9.02 for acceptable documentary evidence.	March 2010 amended Dec 2012 amended Aug 2014 amended 31 Dec 2017* amended 01 Sep 2019 amended 01 Dec 2020
3.05b	Age band for conversions of unheated buildings	After applying Convention 1.01, for a conversion of an unheated building (e.g. barn, farm building, warehouse, mill building, train station, workshop and similar) use the conversion date as the date of construction, based on the documentary evidence, e.g. the date of building control sign off or the date and details of installed insulation (if available) on the Local authority Planning Portal (England and Wales), relevant local authority Building Standards Register (Scotland) or relevant District Council Building Control (Northern Ireland). Specify details of elements upgraded after the date of conversion only where documentary or visual evidence is available. See Convention 9.02 for acceptable documentary evidence.	01 December 2020

For more information on the RdSAP Conventions 11.1 – click here

Convention 3.05a If the property being assessed meets the requirements of this convention, then you will be entering the original construction date of the building. This is because the building was originally built with the intention that it would be heated – so fitted for occupation – whether this be for living working or learning. So when a building like this is converted, it more than likely already has insulation installed at the time of build. This wouldn't be upgraded upon conversion (if it was, you would specify the upgraded elements using documentary or visual evidence) and therefore entering the conversion date would be overstating the insulation present.

Convention 3.05b if the assessed property meets these requirements, then it is going to be aged as the date of conversion. This is because these types of building were not originally built as habitable buildings – meaning it wouldn't have been insulated at all. So, when these types of buildings are converted, the full works needs to be carried out – insulation, heating and water heating installations etc. This means that to be able to be signed off, they most definitely have to have further works to insulate the dwelling in order to comply with regulations, meaning that the conversion date can be used to age these dwellings – to better show the upgraded insulation levels present.



Smart Rules

All Schemes have the ability to review the data inputs from their lodged EPCs and identify concerns from these data inputs. It would be much 'smarter' to audit EPCs based on these concerns rather than to audit randomly. Smart auditing applies a risk-based approach to audit selection. A certificate is called for audit if it triggers a smart audit rule.

DEA SMART rules v1.4
Implementation date is from 1st November 2020
New rules and changes are highlighted in blue

Priority No.	Rule No	Rule Text
1	23	Any occurrence of 2 or more EPC lodgements for the same UPRN within a 3-calendar month period made by assessors from the same scheme.
2	2	Main building age band is L
3	1	No main heating system present, but mains gas supply available.
4	3	Heating controls of boiler energy manager
5	24	Overridden U-values for all building parts
6	8	Mechanical ventilation present in property built prior to 2003 (including supply/extract)
7	15	Wall of any building part that has insulation type unknown
8	16	Floor of any building part that has insulation type unknown
9	25	Non-pitched roof of any building part has insulation type/thickness 'unknown'
10	26	Roof room of any building part has insulation type/thickness 'unknown'
11	22	Any floor of any building part room height is <1.5m or >4m
12	6	No heating controls present, but main heating system is a gas (incl. LPG) or oil boiler
13	21	Gas/Oil/LPG boiler main heating system and hot water from electric immersion
14	11	Age band A cavity walls
15	12	No access to main building loft
16	13	No access to HW cylinder
17	14	Multiple lodgements by same assessor on same property within 1 calendar month where SAP rating was F or G but is now E or above
NA	18	Duplicate lodgement of an EPC for the same property within 7 calendar days by the same assessor
NA	4	Overridden U-values for the main building walls
NA	5	Any building part on any element has insulation type recorded as unknown

Smart audits are audited in exactly the same way as current audits; the current EPC methodology, conventions and evidence requirements will be applied in exactly the same way. The audit will be called, and you will need to respond to the request in the same way and within the same timescales as the current audit process set in the SORs.

• The evidence submitted by the EA supports the information contained in the EPC and/or the XML, and the contravention of the smart rule was justified, then subject to the EPC containing no other error, the EPC shall be deemed to be correct and to have passed the audit. You will be informed of the outcome of the audit in the usual way, but no further action shall be taken.







- The EPC contains an error that contravenes the smart rule, then a follow on audit will be
 triggered the next time you submit an EPC that contravenes the same smart rule. If the follow
 on audit finds that the second EPC contains an error that contravenes the same rule, and
 feedback on the first error had already been provided when the second EPC was submitted,
 you will be suspended, given feedback as to the cause of the suspension and required to take
 further corrective action before being reinstated.
- The EPC contains an error but is not a contravention of the smart rule, a follow on audit will be called randomly from your lodgements the following month and audited in the usual manner.

Definition of a Rural Property

Defined as "Dwellings located in open countryside with occasional houses and trees"



The property cannot be semi-detached or terraced or a flat/maisonette

The terrain surrounding the property is used for evaluation of a wind turbine. It must be entered in all cases to enable consideration of a wind turbine as a possible further improvement measure. The property must be detached with no other properties within its immediate vicinity. The property cannot be semi-detached or terraced or a flat/maisonette.







Convention 4.20



Storage heater in a non-habitable room (no other heating present in a dwelling)

Where the primary source of heat is a storage heater in a non-habitable room, include it as main heating, and count it as one heated habitable room.

If the property being assessed has no heating system including room heaters in any of the habitable rooms and the only source of heating is a storage heater in a non-

habitable space i.e. a hallway, you would record the property as having the storage heater as the main heating system, heating 1 habitable room.

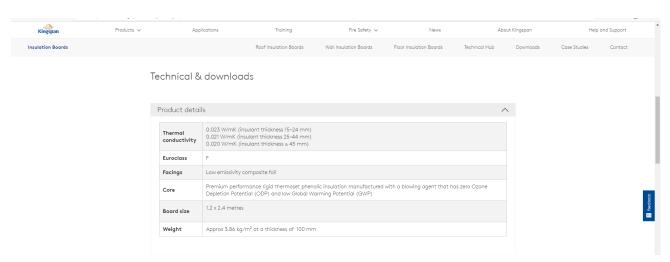
Convention 3.07



If insulation is multi-foil (multi-layered blanket-type insulation which contains at least three layers of foil-type material), the thickness is entered as twice its actual thickness.

Any insulation can be doubled in thickness if there is documentary evidence of the type of insulation and manufacturer's information that the λ -value (thermal

conductivity) is equal or less than 0.025 W/m·K. If thermal conductivity is more than 0.08 then divide thickness of insulation by two (e.g. vermiculite). If there is both internal and external wall insulation add the insulation thicknesses together and enter as external.



This convention applies only in cases where the assessor specifies the thickness of insulation within the RdSAP software, but not if the U-value is calculated.

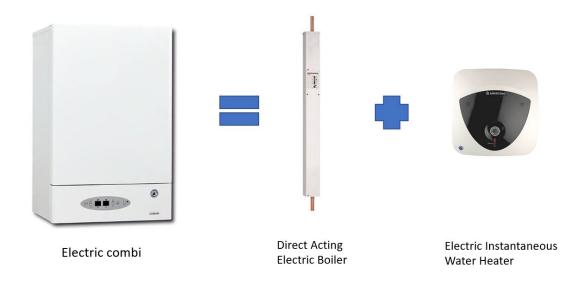


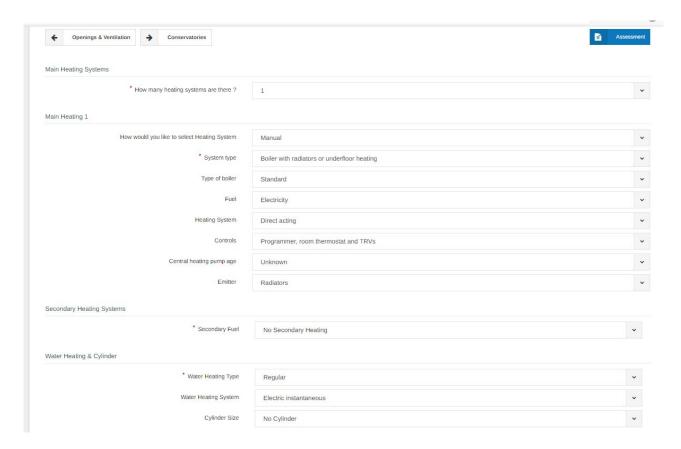






Electric combi boiler how to input into RdSAP





Manually entered as a standard electric, direct acting boiler, with an electric instantaneous water heater.

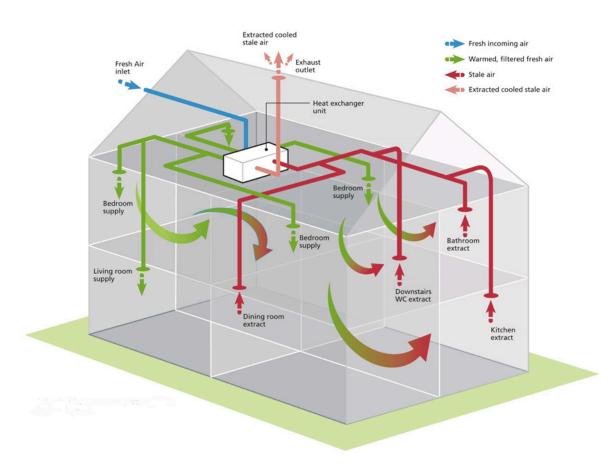








Mechanical Ventilation



Positive input ventilation is a fan driven ventilation system, which often provides ventilation to the dwelling from the loft space. The SAP calculation procedure for systems which use the loft to preheat the ventilation air is the same as for natural ventilation

Some positive input ventilation systems supply the air directly from the outside and the procedure for these systems is the same as for mechanical extract ventilation.

Balanced ventilation provides fresh air to habitable rooms in the dwelling and extracts exhaust air from wet rooms. A balanced system without heat recovery extracts from wet rooms via ducting and expelled by a central fan. Air is also supplied to habitable rooms, either via ducting and a central fan or by individual supply air fans in each habitable room







Fuel Dept Advice Bulletin & Fuel Poverty Info



Fuel poverty is a devolved policy area and is defined and measured differently in different parts of the UK.

In general, fuel poverty relates to households that must spend a high proportion of their household income to keep their home at a reasonable temperature. Fuel poverty is affected by three key factors: a household's income, their fuel costs, and their energy consumption (which in turn can be affected by the energy efficiency of the dwelling).

Fuel poverty rates vary across the nations of the UK and cannot be directly compared due to differences in methodology. In the latest estimates, around 10% of households in England were classed as fuel poor, 24% in Scotland, 12% in Wales, and 18% in Northern Ireland. In all nations, fuel poverty rates have either been relatively stable, or falling in recent years (though a lack of data in some areas makes identifying trends challenging).

There are both national, and devolved policies for addressing the different drivers of fuel poverty. Fuel poverty can be alleviated by improving a household's income (and their ability to pay bills), reducing their fuel costs, and reducing their energy consumption (by improving energy efficiency). To improve a households ability to pay, there are UK wide payments and discounts available to certain eligible customers known as the Winter Fuel Payment, Warm Homes Discount, and Cold Weather payments, designed to help potentially vulnerable customers more easily pay their bills. To reduce fuel costs, the UK Government have introduced an energy tariff cap, though switching supplier can still lead to lower tariffs. Energy efficiency is supported through the Energy Company Obligation, which requires energy suppliers to install insulation or new heating systems in fuel poor, vulnerable or low income homes. Each nation also has its own schemes to alleviate fuel poverty, including the new Green Homes Grant in England.









Several stakeholders have recommended the UK Government do more on fuel poverty, pointing to wider potential benefits such as for health from avoiding cold homes, and decarbonisation from more energy efficient homes. The 2019 Conservative Party Manifesto included new energy efficiency funding commitments, and the Government has said it will produce a new fuel poverty strategy for England in 2020. A new fuel poverty strategy is also expected in Scotland, with a draft published in 2018, Wales are consulting on a new strategy for publication in 2021, and Northern Ireland is also expected to update its strategy.

The Covid-19 pandemic has caused widespread financial hardship. Many consumer groups argue that the pandemic is worsening fuel poverty and more needs to be done. Various policies from the UK and devolved Government have intended to help households financially through the pandemic, including with specific support for energy bills. However, some policies, such the roll-out of smart meters and the publication of new fuel poverty strategies, have been delayed by the pandemic.

To download the Government report on 'Fuel Poverty' – <u>click here</u>



Committee on Fuel Poverty annual report: 2020

This report is made against the backdrop of important developments since CFP's third annual report - namely, the government's commitment to a net zero economy by 2050, and the COVID-19 pandemic and related government response.

Our advice acknowledges stretched public finances, assists in stimulating the much-needed economic recovery through creating skilled jobs across the country, and contributes towards cost-effectively lowering carbon emissions over the longer term.

In the short term, priorities are to:

- help assist the fuel poor and low income families to manage the immediate impact of COVID-19 on their finances
- upgrade as many as is reasonably practicable of the remaining fuel poor Band F and Band G homes
- accelerate progress towards the Fuel Poverty Strategy 2025 milestone, and 2030 target

Published 30 June 2020

To see the Committee on Fuel Poverty report – <u>click here</u>





Retrofit Assessor Training

Every building that undergoes energy retrofit work will first need to be assessed by a trained and certified Retrofit Assessor.

ecmk have developed formal training and certification to offer energy assessors. ecmk's PAS2035 Retrofit Assessor Scheme delivers training and CPD sessions geared around the Retrofit Assessor Role where by DEAs will be authorized to carry out a Retrofit Assessment which is a non-intrusive on site assessment allowing a retrofit coordinator to carry out a Medium Term Improvement Plan based on the evidence gathered from the assessment.

PAS2035 Retrofit Assessor Training £300 + VAT 4 Day ONLINE COURSE

If you have any further questions, please contact us via email: training@ecmk.co.uk













ecmk Quality Plan & Retrofit Docs

- Download ACC 001 issue 5.1
- Download ACC 800
- Download ACC 801
- Download ACC 803

For more information on how to become a Green Homes Grant installer – click here

As a homeowner, if you want to find out more information on how to access and apply for the Green Homes Grant voucher scheme – <u>click here</u>

Tradespeople, including Green Homes Grant installers, can continue to work in people's homes under the national restrictions from 5 November.

Installers are following the COVID-19 Secure guidelines and consumers should follow the work safe, safe work guidelines so we can keep everyone safe.

To read more about the COVID-19 guidelines installers are following – click here

For more information on guidelines for consumers – click here

Please see below useful links for other support available:

COVID-19: Testing now available for construction workers – click here

Tradespeople and working in people's homes – click here

Site Operating Procedures during COVID-19 – click here

COVID-19: Support for businesses – click here

COVID-19: Guidance for employees – click here

NHS General health advice for individuals – <u>click here</u>

Statutory Sick Pay (SSP): Employers guide – <u>click here</u>

Support for those affected by COVID-19 – click here

ACAS: Advice for employers and employees – click here

Support and resources for social enterprises – click here





Extension to Green Homes Grant

The Green Homes Grant extension until 2022 is a significant announcement for homeowners, who now have longer to make the most of vouchers to improve their home's energy efficiency.

The government confirmed the extension on Wednesday, a move which has been welcomed by campaigners who have called for the scheme to be extended.

Under the Green Homes Grant, homeowners can apply for vouchers up to £5,000 to make specific energy efficiency improvements to their homes, such as insulation and heat pumps.

For more information on insulation – <u>click here</u>

For more information on heat pumps – click here

Green Homes Grant Extension - What's Changed?

The key change is the date. Homeowners now have until 31 March 2022 to complete home improvements under the grant.

The scheme will continue to fund up to two-thirds of the cost of certain green home improvements up to £5,000, or 100% of the cost for homeowners on low incomes, up to £10,000.

And Green Homes Grant vouchers will remain valid for three months from the date they are issued or until 31 March 2022, whichever is earlier.

The government has confirmed that homeowners can request an extension for circumstances outside of their control.

For homeowners, the extension will come as a relief because once the vouchers are redeemed, they are only valid for three months from the date they are issued, or until 31 March 2021.

Therefore, homeowners looking to apply for the scheme faced having to push through their claims by the end of December in order to make the most of the scheme.

For more information on the extension of the Green Homes Grant – click here

For more Government information on the Green Homes Grant – click here





Santa's Christmas Quiz (CPD)

Tuesday 22 December 3 – 4pm (£25 + VAT)

We will be covering all things RdSAP this festive quiz, our last CPD session for 2020 and your chance to utilise any remaining CPD hours that you have left for this year!

Please note that you have until the end of 2020 to use your **4 free hours of CPD**. These cannot be carried over to 2021. You will be allocated another 4 free hours to use for 2021.

To book your place email training@ecmk.co.uk

We are looking forward to seeing you there!





Christmas & New Year Opening Times

Over Christmas and New Year our Technical Support opening hours are as follows:

Wed 23 rd Dec	0800 - 2000	
Thurs 24 th Dec	0800 - 1600	Christmas Eve
Fri 25 th Dec	Closed	Christmas Day
Sat 26 th Dec	Closed	Boxing Day
Sun 27 th Dec	Closed	
Mon 28 th Dec	Closed	
Tues 29 th Dec	0800 - 2000	
Wed 30 th Dec	0800 - 2000	
Thurs 31st Dec	0800 - 1400	New Year's Eve
Fri 1 st Jan	Closed	New Year's Day
Sat 2 nd Jan	0900 - 1700	

We would like to take this opportunity to wish all our customers a Merry Christmas and a Prosperous New Year! We look forward to working with you again in 2021.









Upcoming 1 hour CPD Sessions **ONLINE**

	December	Cost (+VAT)
Measuring & Modelling	Thurs 3 @ 1500-1600	£25.00
Walls - Construction, Party & Alternative	Fri 4 @ 1600-1700	£25.00
Energy in 2020	Tues 8 @ 0900-1000	£25.00
PAS Retrofit Medium Term Plan	Tues 8 @ 1500-1600	£25.00
PAS Retrofit Assessor Mini Audit Hints & Tips	Thurs 10 @ 1030-1130	£25.00
Lighting & Storage Heaters	Fri 11 @ 1600-1700	£25.00
Smarter Surveys – The Smart EPC app	Tues 15 @ 0900-1000	£25.00
PAS Retrofit Thermal Bridging	Thurs 17 @ 1030-1130	£25.00
Rooms in the roof	Thurs 17 @ 1500-1600	£25.00
Evidence: Photographs and Documents	Fri 18 @ 1600-1700	£25.00
Christmas Quiz	Tues 22 @ 1500-1600	£25.00

Upcoming Courses **ONLINE**

		December	Cost (+ VAT)
DEA Bootcamp (CPD) *ONLINE*	1 Day Course	Weds 2	£50.00
CERT DEA *ONLINE*	5 Day Course	Mon 7 – Fri 11	£1000.00
PAS2035 Retrofit Assessor *ONLINE*	4 Day Course	Mon 7 – Thurs 10	£300.00
DEA Bootcamp (CPD) *ONLINE*	1 Day Course	Weds 9	£50.00
PAS2035 Retrofit Assessor *ONLINE*	4 Day Course	Mon 14 – Thurs 17	£300.00
DEA Bootcamp (CPD) *ONLINE*	1 Day Course	Weds 16	£50.00
PAS2035 Retrofit Assessor *ONLINE*	4 Day Course	Mon 21 – Thurs 24	£300.00

For further information, more course dates and to book your place:

Email: $\underline{training@ecmk.co.uk} \text{ or } \underline{click \ here}$





