

Technical Bulletin

Feb 2016

Welcome to the ecmk quarterly Technical Bulletin

Welcome to the ecmk Technical bulletin for this quarter.

Please do contact us if you wish to see clarification of any issues for future bulletins.

Many thanks and we hope you enjoy the bulletin.

Stephen Farrow
Scheme Manager

New QA Policy ACC-409

The ecmk audit policy has been updated for members to clarify timescales and audit requirements for assessors using Assessor Hub and the eTech iPad application. This can be viewed [here](#).

Appeal Process ACC-415

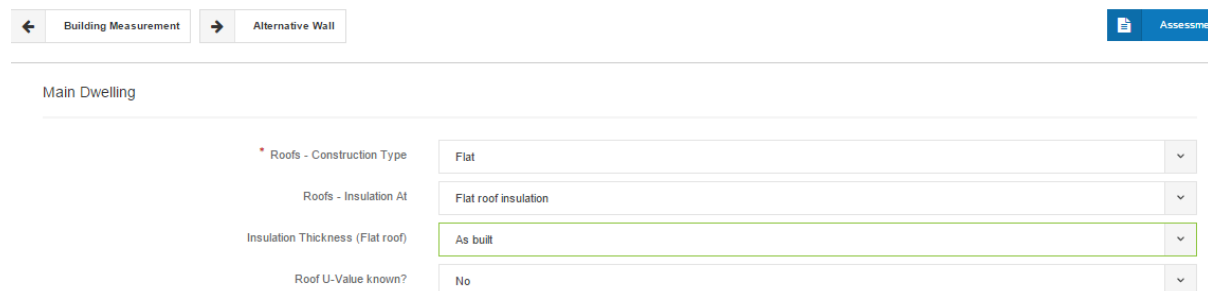
Assessors are reminded of the audit appeals process and where to obtain a copy from. Click [here](#) for a copy of the policy and amendments.

Convention 3.03a and 3.03b

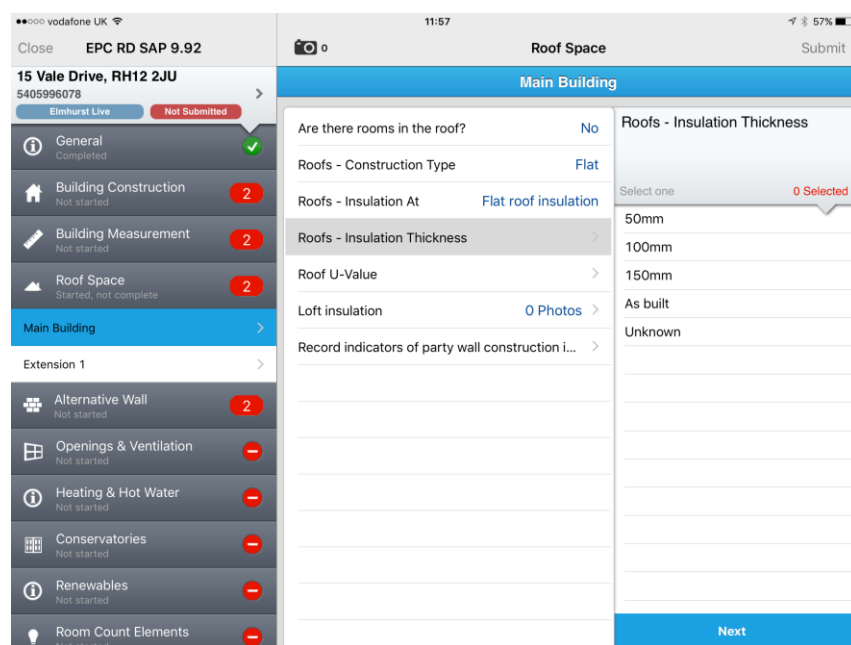
When entering a flat roof onto RdSAP the assessor must use the **‘As built’** option when entering the insulation levels. Do not use the ‘Unknown’ option for the insulation inappropriately as this automatically suppresses any insulation recommendation.

Below is a screen shot of how to enter this onto Assessor Hub and the iPad application.

Assessor Hub screenshot below:



iPad screenshot below:



Rooms above unheated areas

In the instance where a property has an internal garage or a room above a garage, the area above the garage must be entered as an extension.



This is because the room above the garage has a different floor property to the main building. The photo above shows a detached house with a solid floor construction and located on the ground.

The area above the garage will have a floor property of suspended timber 'above and unheated space' See screenshot below;

Extension 1

* Age Range	1996-2002	▼
* Walls - Construction Type	Cavity	▼
* Walls - Insulation Type	As built	▼
* Is Wall Thickness Measurable	Yes	▼
Wall Thickness	350	
Is Wall U-Value Known	No	▼
* Floor type	Semi-exposed upper floor to unheated space	▼
Floor construction	Suspended timber	▼
Floor insulation type	As built	▼
Floor U-Value known?	Please Select	▼

New QA Policy ACC-409

This rule is also applicable to rooms over a shared passageway. Please see image below;



This will be entered as an extension with the floor construction as 'exposed floor':

Extension 1

* Age Range	1996-2002	▼
* Walls - Construction Type	Cavity	▼
* Walls - Insulation Type	As built	▼
* Is Wall Thickness Measurable	Yes	▼
Wall Thickness	350	
Is Wall U-Value Known	No	▼
* Floor type	Exposed floor	▼
Floor construction	Suspended timber	▼
Floor insulation type	As built	▼
Floor U-Value known?	No	▼

There may also be an instance where a property is partially over a commercial premises. Again this area will be required to be entered as an extension.

← Building Construction → Roof Space Assessment

Main Dwelling

Floor	Area(m2)	Height(m)	HLP(m)
Lowest occupied	50.00	2.5	10.00
Lowest+1	50.00	2.5	10.00

Extension 1

Floor	Area(m2)	Height(m)	HLP(m)
Lowest occupied	15.00	2.5	5.00
Lowest+1			

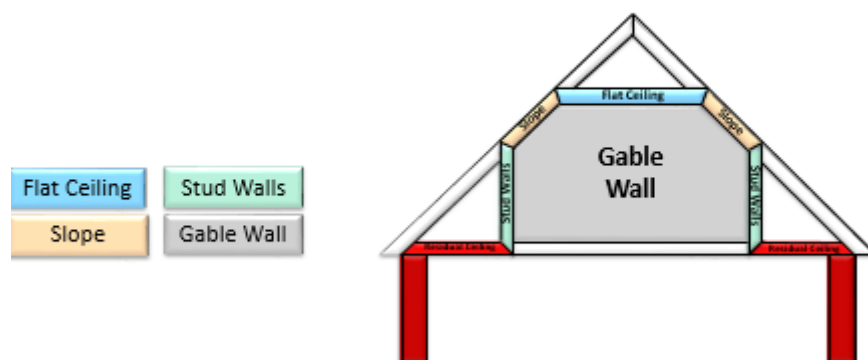
The first floor should not be entered larger than the ground floor measurements.

The RdSAP methodology does not know why the first floor is larger than the ground floor and does not assume what is beneath the areas, hence the reason it needs to be entered separately as an extension to allow the assessor to select the correct floor construction and void beneath.

Room in the roof

RdSAP allows detailed entry of Roof Rooms. To enter the roof room details, you must have documentation that supports the u-values for each element of the roof room. Unfortunately you must have documentation for **all elements** in order to enter. The residual area is for the floor below and should be entered into the software for the ground floor, i.e. Pitched access to loft 150mm etc. Do not use this measure for any of the roof room insulation areas. In the case of many roof rooms the residual area is not accessible the software option should be, pitched no loft access.

Detailed measurements of roof rooms are required only if evidence exists that the slope, stud wall (or common wall) or gable wall have differing levels of insulation and each of their U-values is known.



Please remember that a room in the roof must have the common wall 1.8m or less to qualify.

iSBEM versions

Non Domestic Energy Assessors are reminded to use version 5.2g in England and Wales. Functionality for generating Scotland EPC, Scotland Green Deal Advisory Reports, and Scotland Section 63 assessments is included within the tool but is not yet implemented on the Scottish EPC register. Until this is announced, [iSBEM v4.1e](#) should continue to be used for lodgement of EPCs and Green Deal Advisory Reports for assessments completed in Scotland.

Assessor Hub New Features

We are currently on version 1.3.14 of Assessor Hub with new great new features for assessors. These include;

Allowing company admins to view your audits and audit history. Very useful if you are working for a company or you need your company administrator to assist you with audits. To enable this feature, please see the screen shot below:

COMPANY	QUALIFICATIONS	SHOW AUDITS	ACCEPTED	ACCEPTED / REJECTED	ACTIONS
Company ecmk	DEA DEA OCEA Legionella GDA DECEA NDEA Level 3 NDEA Level 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02 June 2015	Allow Admins to View Audits
ECMK Limited	NDEA Level 3 DEA DEA OCEA GDA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02 June 2015	Allow Admins to View Audits

Assessors can now upload their own CPD and qualifications onto Assessor Hub along with any certificates. If training has been completed with ecmk, the CPD certificate will be added to your records.

CPD & Training Courses

[Add CPD](#) [Add Training Course](#)

ACEA Level 3

COURSE NAME	HOURS	DATE ATTAINED	VERIFIED	TRAINING PROVIDER
ABBE level 3 AC	5.00	26 November 2015	<input checked="" type="checkbox"/>	ecmk

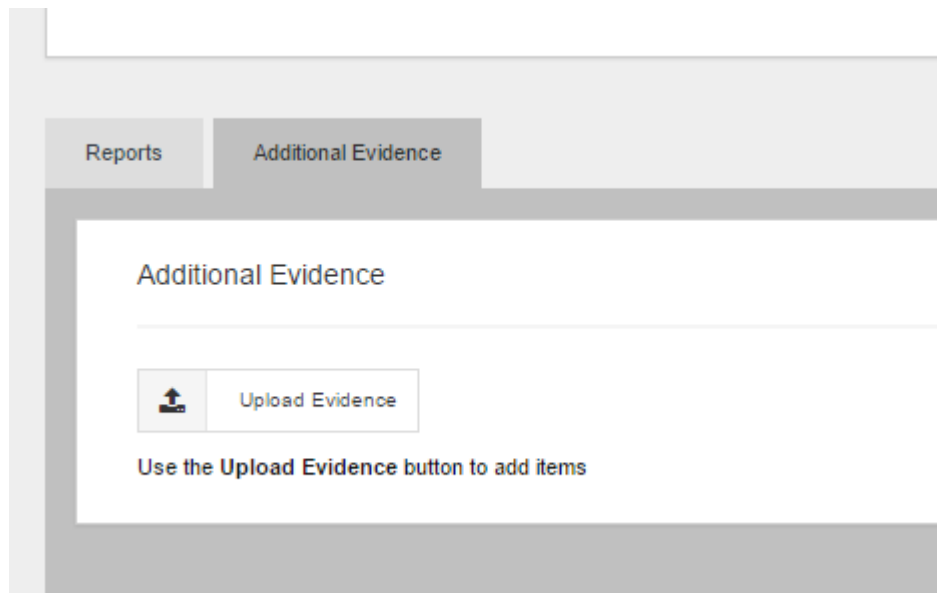
DEA

COURSE NAME	HOURS	DATE ATTAINED	VERIFIED	TRAINING PROVIDER
Room in the roof	5.00	26 November 2015	<input checked="" type="checkbox"/>	ecmk
DEA refresher course	5.00	29 November 2015	<input checked="" type="checkbox"/>	BRE
Glazing webinar	2.00	01 December 2015	<input checked="" type="checkbox"/>	Quidos

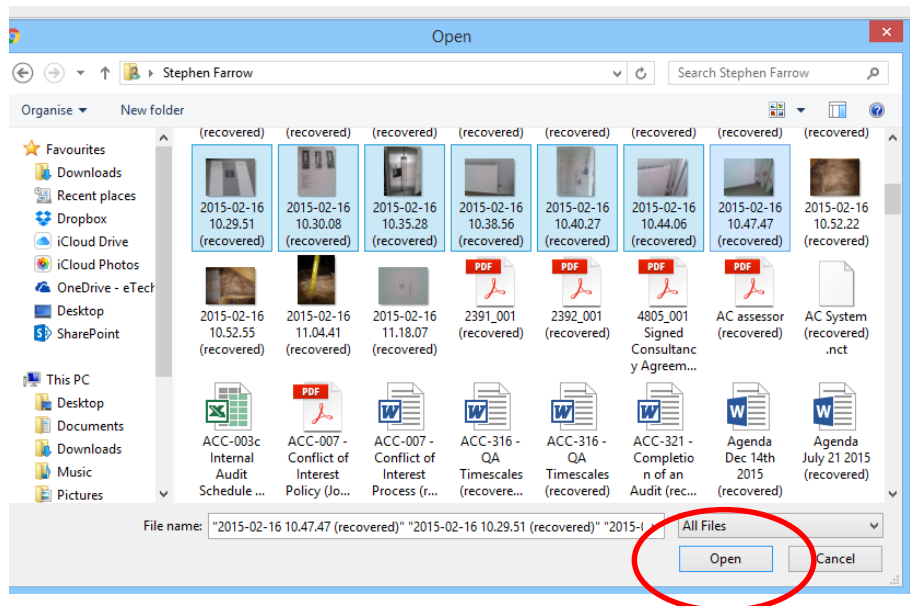
Assessors can now download the Energy Graph for an EPC from the 'Reports Tab'.

Reports	Additional Evidence
Documents	
Report Type	Download
Download Certificate	
Download Raw XML	
Download Sitenote Report	
Energy Efficiency Rating Image	

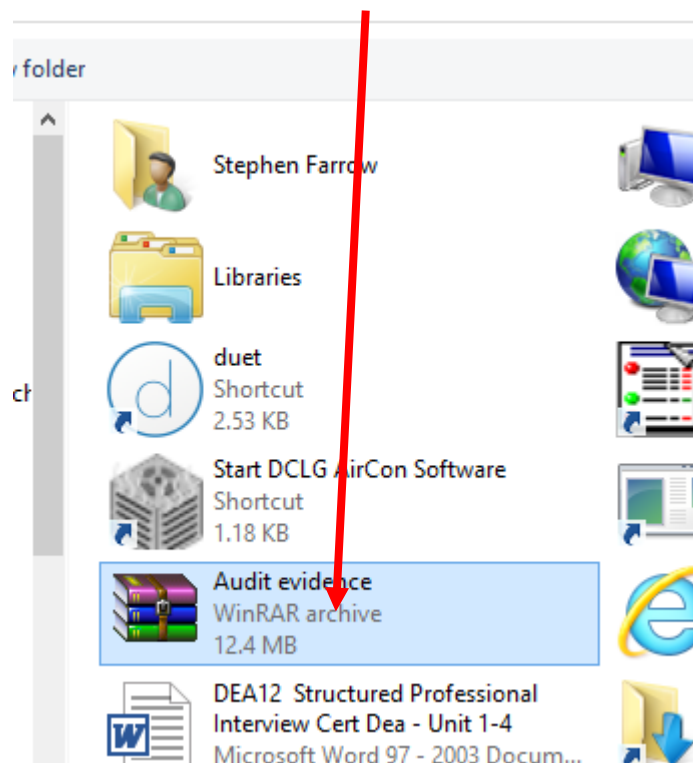
Assessors can also complete multiple uploads for audit evidence, or upload zip folders of information.



The assessor can hold the 'shift' key and 'click' the mouse on the required evidence and upload all in one action.

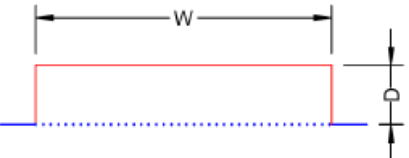
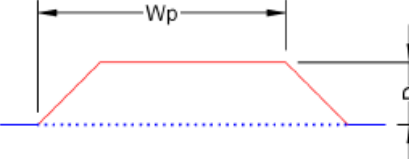
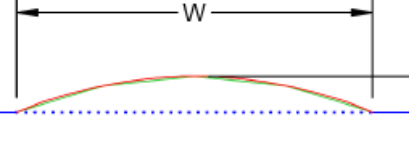
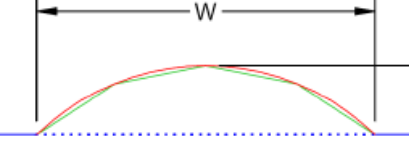
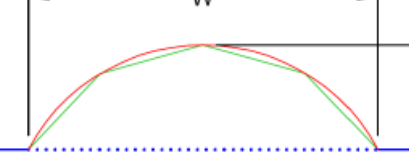
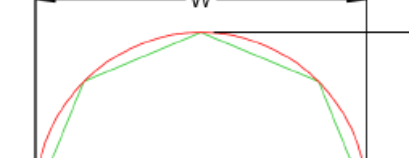


'Or select a zipped folder'.



How to measure and record a Bay Window

Area and perimeter calculations for Bay windows:

Square	Area	Extra perimeter
	$W \times D$	$2 \times D$
Canted		
	$W_p \times D$ (W_p = partial width)	$0.8 \times D$
Very Shallow - Depth is up to 10% of Width		
	$0.7 \times W \times D$	$0.25 \times D$
Shallow - Depth is up to 20% of Width		
	$0.7 \times W \times D$	$0.5 \times D$
Deep - Depth is up to 30% of Width		
	$0.7 \times W \times D$	$0.75 \times D$
Very Deep/ Semi-Circular - Depth is up to 50% of Width		
	$0.8 \times W \times D$	D

To calculate the total perimeter measure the whole length of wall, including bay, and add the Extra Perimeter to the length.

Segmented bays (green) and circular bays (red) have the same area and perimeter to within 3%.

Customer Satisfaction Surveys

A reminder that assessors must ask homeowners if they are willing to participate in a customer satisfaction survey as per the Scheme Operating Requirements clause 2.1.2.

Upcoming Training and CPD during March

Course	Date	Cost (+ VAT)
CPD – webinars:		
Glazing – CPD Webinar	1 st March	£15
System Build - CPD Webinar	11 th March	£15
Odd and Unusual - CPD Webinar	17 th March	£15
Wall Construction - CPD Webinar	25 th March	£15
Rooms in the roof - CPD Webinar	30 th March	£15
Certificate in Domestic Energy Assessment:		
Cert DEA (3 days) - Solihull	14 – 16 March	£995
Certificate in Air Conditioning Energy Assessments:		
Certificate in Air Conditioning Energy Assessment L3/L4 COMBINED - Solihull	7 – 11 March	£1,995
Legionella Risk Assessment (ABBE Level 2):		
Legionella Risk Assessment – Leeds	2 nd March	£125
Legionella Risk Assessment – Solihull	3 rd March	£125
Legionella Risk Assessment - Solihull	24 th March	£125

If you are looking for something more bespoke, we can deliver courses nationwide.

Costs listed are for ecmk members

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

Email: training@ecmk.co.uk or Visit: www.ecmk.co.uk/training