

Retrofit Assessment Minimum Evidence Requirements for Audit

How not to fail

Version 1
July 2022

Submission Requirements

All Retrofit Assessor audits will have to be supported with evidence when lodged on to the PAS Hub. Submission will include evidence from all components of the Retrofit Assessment. This includes the evidence from the PAS Assessment, Energy Report/EPC, Occupancy Assessment, and Condition Report. Individual requirements for each component are detailed below.

1. PAS Assessment

PAS assessment is a standard assessment where data about the dwelling, proposed and existing measures, occupants, and their behaviour should be provided, and customers should be allowed to sign the assessment.

- **Proposed and existing energy efficiency measures**

Every retrofit assessor is required to provide the measures that are about to be installed with the ongoing project with the relevant **Technical Risks** and should be capable of identifying and recording existing measures and if they are defective or still functional.

- **Dwelling appraisal**

The assessor should provide as much information as possible about the architectural features, structure, construction, condition, and services of the dwelling that's been assessed.

- **Occupancy Assessment**

Occupancy details and their behavior is a very important part of the assessment, accurate information about the occupants present and bedrooms should be provided. For example:

4-bedroom property with 3 occupiers, 2 double bedrooms, and 2 single occupants

(Double bedroom – 2 people, single bedroom – 1 person)

- **Signatures and DATA protection**

Customers should be allowed to sign the assessment the same day and basic information about the owner or/and tenants provided. The occupier should be briefed on everything that the assessor is about to do on the property and consent for photographic evidence and access taken at the start. No personal information should be provided with the retrofit assessment to avoid GDPR breach (**NO – IDs, benefit letters, social security numbers, utility bills, bank accounts, or any other sensitive information**). If that information is requested from funders, installers, or coordinators please provide it separately.

2. Significance Survey

If the dwelling-built date is traditional construction, you need to include significant building survey which should have a 'Significance Survey Checklist' – information about the age built, setting, and building elements details and information about any alterations or enhancements.

3. RdSAP Energy Report EPR /EPC:

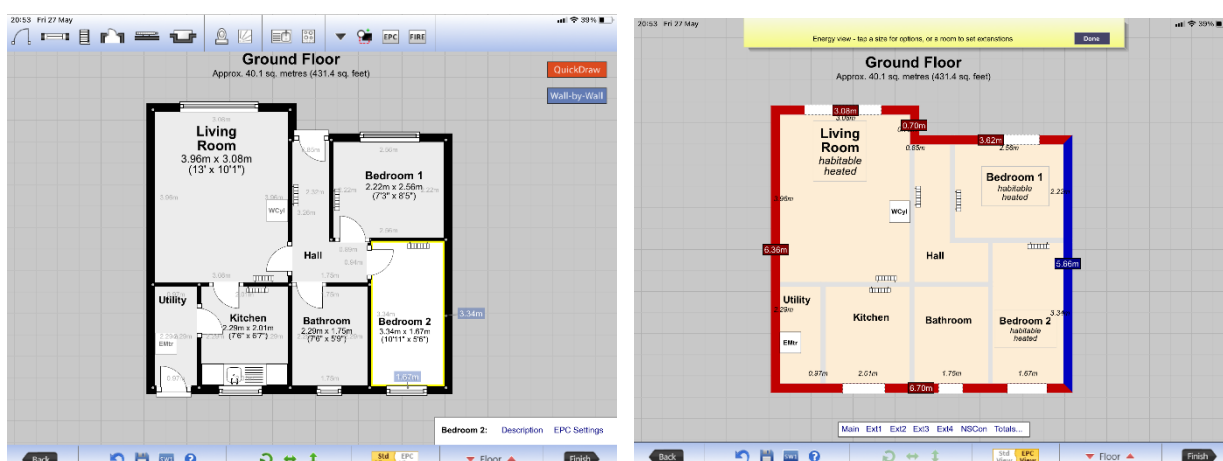
Sufficient and clear evidence must be provided to ECMK which will enable the energy report /EPC to be recreated by an auditor without the need to access the RdSAP input data file. All evidence should be date stamped and geo-tagged. The evidence provided shall be such that the auditor can be reasonably certain that it relates to a particular Energy Report.

- **Data file and/or RdSAP Data Collection Forms:**

This must detail the information used to calculate the energy report and allow the auditor to assess the accuracy of the Energy Report against each stage of data entry into the RdSAP Software.

- **Floor Plan:**

A clear sketch plan with a labeled room layout, covering all levels of the property, annotated with measurements, areas, party walls, and heat loss perimeters. All Calculations should be clearly shown. A floor plan should also include the position of heating within the property and heat emitters as well as measurements and positions of windows. Also, should include property orientation.



- **Site Notes:**

Which must include anything used in support of decision-making, reflective thought, or amendments to recommendations (identifying property age, construction, assessing primary heating system, etc.), which is not provided through other sources of evidence.

- **Photographic Evidence:**

Elevations Wall thickness for main part and all extensions Insulation Levels Main and Secondary Heating systems Any other feature of the property, especially if the feature is out of the character with the property's style or age. That may significantly affect the SAP rating- e.g., Wall construction, LPG Cylinder, Photovoltaics, Solar Water heating or Wind Turbine.

4. Condition Report:

The evidence provided for the condition report should be clear, adequate, and sufficient for the coordinator to be able to do proper planning for the property that's been retrofitted.

- **Photos of the property:**

You should include all habitable and wet rooms condition (photos for every room in 2 opposite corners where possible), roof and loft, all external elevation plus close-ups of any problematic areas.



- **Condition**

External walls and DPC condition Internal walls condition Roof condition (external part, loft, timber, gutters, chimney) Floor condition Windows and doors condition (internal and external)
Evidence of any construction or structural defects or leaks, rising and/or penetrative damp, condensation and mould growth in a dwelling.

5. Ventilation assessment:

Ventilation is one of the most important assessments from the retrofit assessments and very accurate information and clear evidence must be provided to enable the coordinator to do proper ventilation calculations for the property.

- **Existing ventilation**

If one or more of the following ventilation systems is present (IEV, PSV, PIV, cMEV/dMEV, and MVHR) in the property the existing ventilation should be recorded as 'YES' and the suitable one selected, even if it's not complete or/and non-functional.

- **Background ventilation**

Background ventilation like Core vents or Trickle vents must be recorded for every room if present (wet or habitable) and clear evidence is provided for each room.

- **Purge ventilation**

Openable windows must be recorded for every room (wet or habitable room) and clear evidence to support the data recorded.

- **Door undercuts**

Undercuts must be recorded for every room both wet and habitable rooms, evidence provided must be with the door closed and measurement of the gap underneath, evidence must be provided even if the gap is insufficient, failure to provide the evidence as outlined below may lead to failure of an audit.

- **Extract ventilation**

All extract ventilation must be recorded for every wet room, clear evidence must be provided and measured with an anemometer made to be able to record the flow rate, please follow BSRIA guide BG46/2015 to ensure that you are providing adequate evidence for the air movement

- **Combustion ventilation**

this refers to Standard Open Flued appliances like old standard boilers, Woodburning Stoves, Gas Room heaters, etc., and can be found in older properties as fixed air vents usually in the top left corner of the upstairs bedrooms – Just provide evidence for these inside and out

For further advice call **0333 123 1418** or email support@ecmk.co.uk

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