

## OCEA – Evidence Required for Audit

## ACC-604

When we request an audit, you will need to supply sufficient evidence from the survey to enable one of our auditors to re-create the EPC without using the Data Input Report. In other words, every entry you have made in the software must be supported. If the auditor cannot verify that every entry in the software is accurate, they may mark it as “Unable to Audit”, which will result in additional audits being requested.

The audit evidence **must** include:

- Data file
- Design floor plan(s)
- Justification for recommendations
- Manual calculations
- U value calculations and specification notes
- As-built checks

### Data File

This must relate to the information used to calculate the EPC, and will be used by the Auditor to assess the accuracy of the EPC against each stage of the data energy associated with the DER.

### Design Floor Plans and other Evidence

You need to supply design floor plans, elevations, sections etc which allow the EPC to be recalculated. These must provide sufficient information to allow the Auditor to measure the following

- Internal Perimeters
- Internal Floor Areas
- Warmer Living Area
- Storey Heights
- Roof Areas
- Wall Areas
- Window/Door sizes

You need to supply sufficient evidence to allow the EPC to be recalculated without recourse to your data file. If sufficient evidence is not provided, the EPC will be marked as “Unable to Audit”.

ACC-604	Issue 1.0	February 2015	JP		Page 1 of 2
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## Suppression or Inclusion of additional recommendations

Where you have either included additional recommendations, or suppressed recommendations that have been generated by the software, you must provide notes as to the change. The Auditor will apply their professional judgement to check the validity of the change. Failure to provide sufficient justification will result in the EPC being marked as “Unable to Audit”.

## Manual Calculations

Manual calculations undertaken in line with SAP Appendix Q and manually input into SAP. If evidence to support the calculations is not supplied, eg manufacturer’s data sheets, the EPC will be marked as “Unable to Audit”. If the manual calculations result in an absolute error outside the CLG requirements, the EPC will be marked as “Fail”.

## U Value Calculations and Specification Notes

If you have calculated U Values based on BR4433, then you need to supply these calculations. If the auditor finds an error you will be informed, but the EPC will only be marked as defective if the SAP variance falls outside the tolerance of CLG.

## As Built Checks

You need also to supply the following documentation as evidence that the dwelling has been built as per the design

- Statement from the developer or equivalent person that the building has been constructed in line with eh design, and if not what the differences are.
- A copy of the pressure test certificate
- A copy of the Accredited Construction Details (ACD), if applicable

ACC-604	Issue 1.0	February 2015	JP		Page 2 of 2
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