

Technical Bulletin

December 2018

Welcome to the ecmk quarterly Technical Bulletin

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

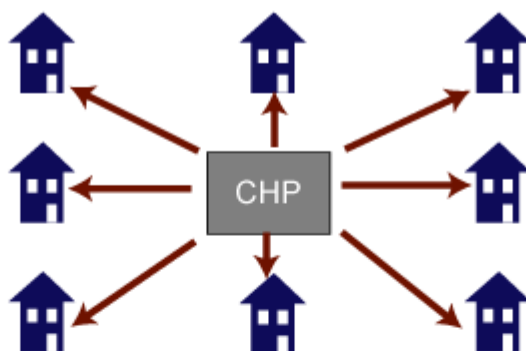
Many thanks and we hope you enjoy the bulletin.

Stephen Farrow
Scheme Manager

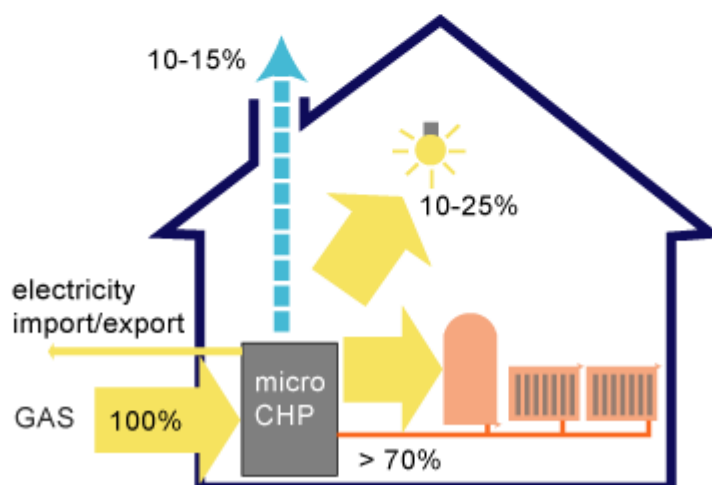
Domestic: Micro-CHP

Micro combined heat and power (micro-CHP) is a technology which generates heat and electricity simultaneously, from the same energy source, in individual homes or buildings. The primary function of a micro-CHP system is to provide heat to a building, with a secondary function to generate electricity. Many micro-CHP systems are similar in size and shape to normal domestic boilers and are often interchangeable. Domestic micro-CHP systems are currently powered by mains gas or LPG. There are three types of micro-CHP boilers but the Stirling engine and Fuel cell CHP systems are the ones commonly found in domestic properties.

District / community CHP



Micro CHP



(image source: <http://www.greenspec.co.uk/building-design/micro-chp/>)

Micro-CHP can be recorded several ways in RdSAP. If the boiler serves a single property, then it should be recorded as its main heating system. This can be done by either using the PCDB or manually entering the system. Currently, there is only six micro-CHP system listed on the PCDB:

Brand name, Model name, Model qualifier	Output power (kW)
Baxi, Ecogen 24/1.0	24.0
EHE, Whispergen EU1	14.0
EHE, Whispergen EU1A	12.5
Baxi, Ecogen System	24.0
FLOW, Flow 14H/1.0	12.8
Viessmann, Vitocalor, 300-P	20.00

If you encounter a micro-CHP system that is not listed on the PCDB then you will have to record it manually in the software. Fortunately, you are not required to identify which type of micro-CHP is present. However, please remember to include Addendum 3 that adds the phrase *“The performance characteristics of the micro-CHP system in this dwelling are not known and default values were used for the assessment.”* Micro-CHP systems can also provide domestic hot water via an external or internal hot water cylinder.

Micro-CHP can also be found in community schemes that provide heat and power to several buildings. You will need to obtain documentary evidence to show a community micro-CHP system is present.

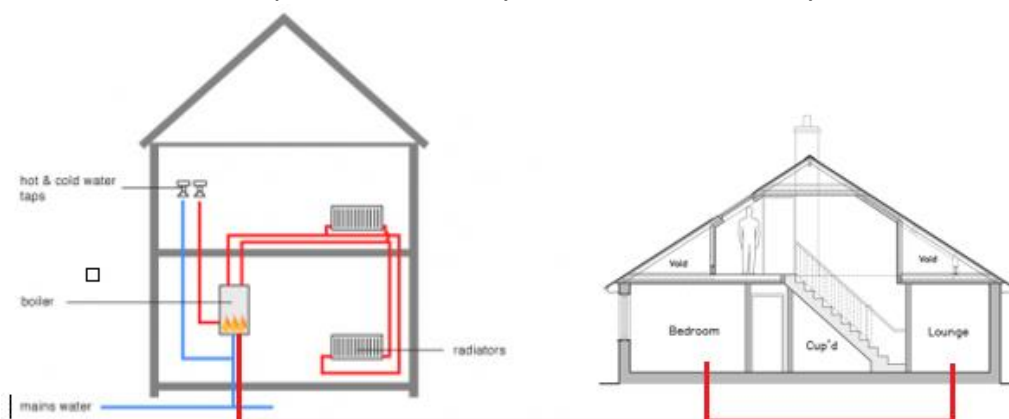
Capital costs to install micro-CHP systems can be high and payback periods can be long. However, the UK Government has introduced several fiscal and financial support mechanisms designed to improve the economics of developing and operating certified CHP systems. More information regarding these incentives can be found [here](#).

Domestic: Community Heating

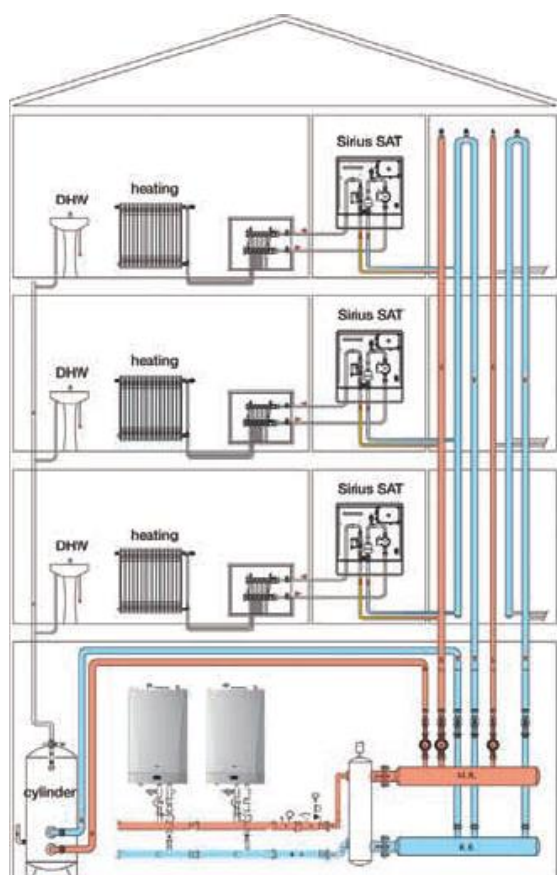
Community heating can appear in many forms when recording in RdSAP. It can range from large scale community schemes that serve hundreds of properties to small scale boilers serving a handful of properties. There have been several cases raised with our technical helpdesk that we are going to try and clarify in this bulletin.

Convention 4.05 defines community heating as *“A system in which a heat generator provides heat and/or hot water to more than one premises”*. Community schemes can be recorded either via the PCDB or entering manually into RdSAP. However, currently there is only one [community scheme in Lerwick, Shetland](#) listed on the PCDB and therefore most systems will be recorded manually.

Below are a few examples of community schemes and how they should be recorded:



In the above example, you have a house containing a combi boiler on the left that also provides heating and hot water to a self-contained annexe. If you were to be instructed to carry out an EPC on each property, the heating in the main house would be recorded as the combi boiler, whereas the heating in the annex would be recorded as a community scheme. The same methodology would apply to a large property that has been split into flats with heating from one boiler, or a flat above a commercial premise where the boiler is located within the premises below.



(image source:
<https://www.cibsejournal.com/cpd/modules/2011-03/>)

The example to the left shows a scaled down version of what might be found in a block of flats with community heating. There is commonly a plant room within the building that you will not be able to access. You should endeavour to determine the fuel type of the community scheme via on site observations or documentary evidence. However, if you are unable to assert the fuel type, convention 4.06 should be applied and mains gas recorded.

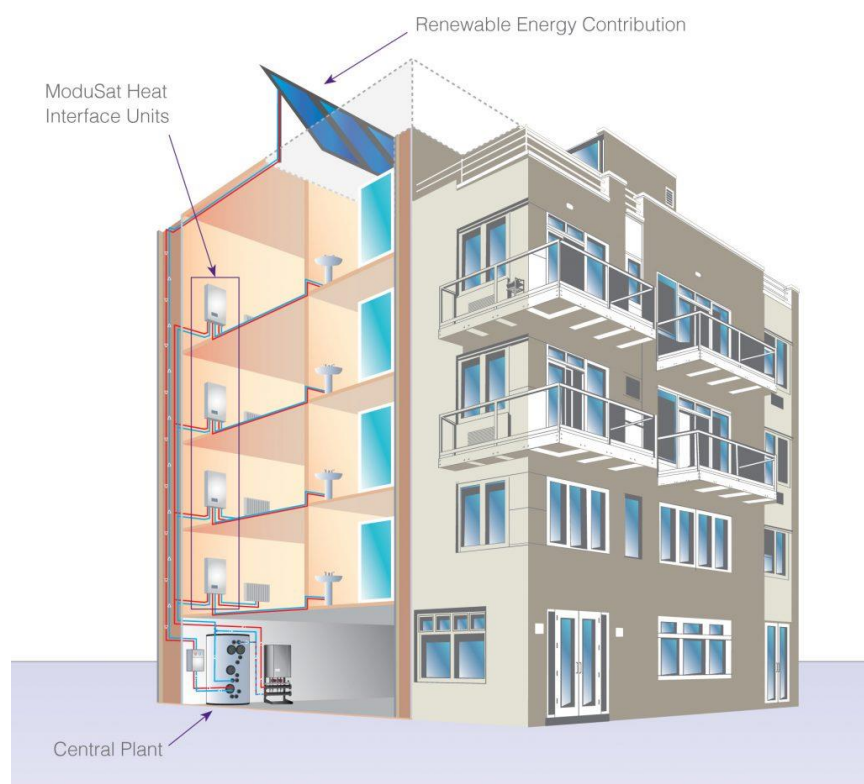
It is often the case that community schemes will provide heating and hot water for a property. In this scenario, hot water should be recorded as "from main heating 1". The option "Hot water only community scheme" is reserved for properties that have independent heating e.g. storage heaters, but the hot water is from a community scheme.

When recording hot water from a community scheme, you are asked to record the cylinder details. The cylinder is only recorded if it is located within the property you are assessing. For example, on the left, "no cylinder" would be recorded as it is within a plant room outside of the dwelling. The option "no access" indicates that the cylinder is located within the property

you are assessing, but you are unable to access its location. Therefore, the software uses default assumptions about the cylinder size and insulation.

Many large-scale community systems such as large apartment complexes have Heat Interface Units (HIU's) within the individual properties that act as a bridge between the central boiler and the heating and hot water systems of the individual apartments (see image on right). These can often be mistaken as electric boilers as there is no flue and they appear like a boiler.

(image source: <https://www.vitalenergi.co.uk/hius-metering-and-billing/hius/>)



(image source: <http://www.buildingconstructiondesign.co.uk/news/evinox-energy-launch-cibse-accredited-cpd-seminar/>)

MEES Update

Over the last year, there has been an ongoing Government consultation on proposals to amend *The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015*. The consultation has now concluded, and the amendments are subject to parliamentary approval but are looking to come into force at some point in 2019.

The key decisions include:

- the introduction of a capped landlord contribution of £3,500 (inclusive of VAT)
- removal of the Consent Exemption currently available where a sitting tenant does not consent to a Green Deal charge
- inclusion of an evidential requirement for the registration of a 'high cost' exemption
- curtailment of the period of validity of previously registered 'no cost' exemptions

Further details on the consultation can be found [here](#).

FiT Update

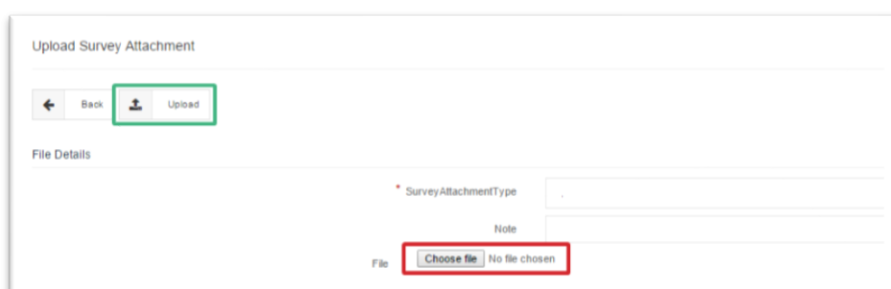
The Feed-In Tariffs (FiTs) Scheme is the government's subsidy scheme for generation of renewable electricity from small-scale low-carbon installations. Over the summer, there was a Government consultation to review the future of the FiTs scheme. The consultation sets out a proposal to close the export tariff alongside the generation tariff on 31 March 2019, which would mean full closure of the FiTs scheme to new applications after 31 March 2019.

The results of the consultation are yet to be published, but more information regarding the consultation can be found [here](#).

Audit Evidence

When you receive an audit request, you are given the opportunity to provide additional evidence to support your data entry. Most of our domestic assessors use the Smart Survey app to capture their evidence which is generally all that is required for an audit. However, our Non-Domestic, DEC, SAP and some Domestic assessors submit all their evidence through assessor hub.

It has been noted by our audit team that some of the evidence uploaded via assessorhub is not being labelled. This is an MHCLG requirement and helps identify key information within your evidence. Please ensure that all photos are annotated by using the "note" box on the upload screen shown here.



Domestic: Smart Audit Update

The DEA Smart audit trigger priority has recently been amended and there has also been some new rules introduced. The implementation date for the new rules is 1st December 2018. A schedule of the new rules and the priority can be found below:

Priority No	Rule No	Rule
1	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
2	1	No main heating system present, but mains gas supply available.
3	2	Main building age band is L
4	3	Heating controls of boiler energy manager
5	4	Overridden U-values for the main building walls
6	15	Wall of any building part that has insulation type unknown
7	16	Floor of any building part that has insulation type unknown
8	17	Non-pitched roof or roof room of any building part has insulation type/thickness 'unknown'
9	6	No heating controls present, but main heating system is a gas (incl. LPG) or oil boiler
10	7	Ground floor of main building room height is <1.5m or >4m
11	8	Mechanical ventilation present in property built prior to 2003 (including supply/extract)
12	9	Gas boiler main heating system and hot water from electric immersion
13	18	Duplicate lodgement of an EPC for the same property within 7 calendar days by the same assessor
14	11	Age band A cavity walls
15	12	No access to main building loft
16	13	No access to HW cylinder
NA	5	Dormant: Any building part on any element has insulation type recorded as unknown
NA	10	Dormant: Duplicate lodgement of an EPC for the same property within 1 month by the same assessor

For more information regarding the new Scheme Operating requirements and the Smart Audit regime, please see the September 2018 technical bulletin and visit the [EASOB](#) website.

Domestic: Smart Audit Rule 2

In response to SMART audit rule 2 some clarification is provided.

When an assessor is given an instruction and the pre-visit questionnaire highlights the property is built after 2008, the assessor must check the Landmark website to ensure a current SAP report is not currently on the register. If a SAP report has been completed, the assessor must contact the customer and make them aware a valid report already exists and there is no requirement to replace it. If the customer still requires a new report, for example

the property has had alterations, then the assessor is permitted to complete an RdSAP report and add a site note to confirm the customer instruction.

Please refer to the scheme guidance document on Assessor Hub Scheme Documents.

Single ecmk Accreditation Number

A recent update from Landmark and the new Scheme Operating Requirements has highlighted that some assessors have more than one ECMK accreditation number. For the scheme to comply with these new guidelines we will be in the process of combining assessor's multiple accreditation numbers into one single number.

For assessors working for multiple companies, there will be no change, the assessor will be able to select which company they wish to lodge through when starting an assessment.

This will also help reduce different logins for assessors using the iPad as all accounts will be linked to the one accreditation number.

If assessors do have any queries or issues, please do contact any of the team to assist with any iPad login issues.

Non-domestic: iSBEM v5.6.a

BRE have released a new version of iSBEM, version 5.6.a. The new update contains the following:

- New functionality added to allow the modelling of waste water heat recovery from showers.

There has also been a patch released that should also be installed along with an additional second patch for Scotland and Section 63 reports.

The previous version of iSBEM v5.4.b will continue to work with ECMK lodgements for the time being, but we recommend that you upgrade to v5.6.a at the earliest opportunity. Please follow <http://www.uk-ncm.org.uk/download.jsp> to download the latest version.

Please note that iSBEM v4.1.g should still be used to carry EPCs and compliance checks in Northern Ireland.

Non-domestic: Data Gatherers

In certain circumstances, data gatherers working under the supervision of the energy assessor can assist with producing EPCs for larger and more complex buildings and portfolios of buildings. However, the energy assessor must be in a position to verify the data and to supervise how and by whom it is collected.

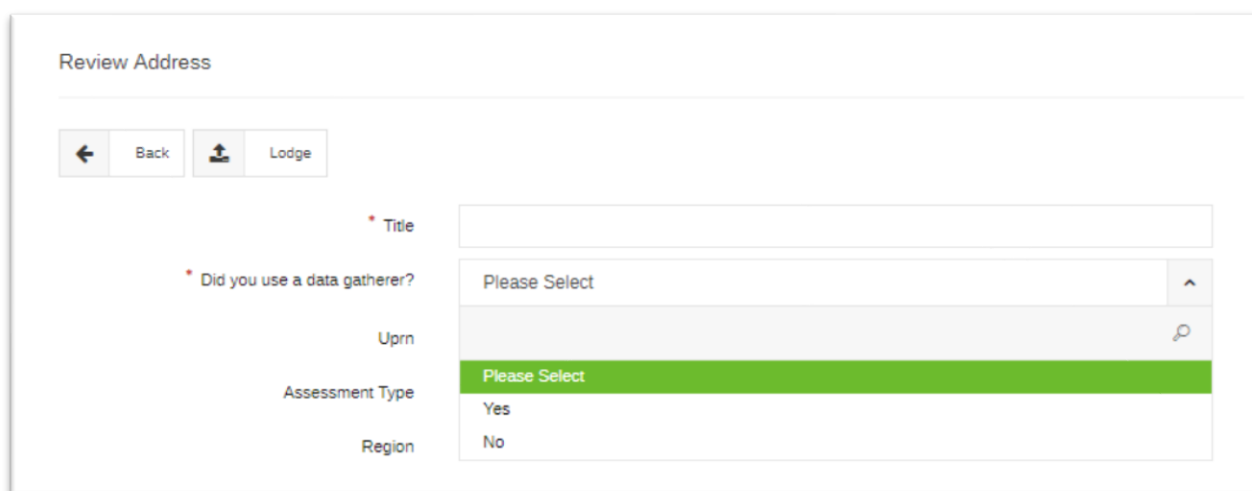
There is no justification for using data gatherers on level three buildings, because the scale and complexity of level three buildings is not sufficient to justify their use on them. The use of data gatherers on level three buildings is not permitted.

For level four and five buildings the energy assessor must:

- visit the and inspect all buildings for which they issue an EPC to ensure they can verify any data provided and be sure that it is appropriate for the building before the EPC is lodged on the central register. This also enables the non-domestic energy assessor to provide the building owner or landlord with the outcome
- record all the assistants used and the provenance of all data that has been used to produce the EPC
- provide evidence of supervision of the process. One way of demonstrating this would be via the use of ISO9001 procedures
- demonstrate the suitability of any assistants used - the energy assessors are responsible for ensuring that any assistants used are fit and proper and suitably qualified, for example by being a level three energy assessor or through membership of a recognised professional body. The energy assessor must be able to provide evidence to support an assistant's suitability to do the work

The energy assessor must be able to demonstrate that the contractual arrangements of any assistants allow sufficient supervision and quality control by the energy assessor. Employing assistants from the same company as the energy assessor would be one way of demonstrating this.

In an update to the lodgement process on assessor hub for non-domestic EPCs, there is not an additional question asking if a data gatherer has been used or not. This is required to be answered before the report can be lodged.



Review Address

← Back ⬆️ Lodge

* Title

* Did you use a data gatherer? Please Select ^

Upn

Assessment Type Please Select

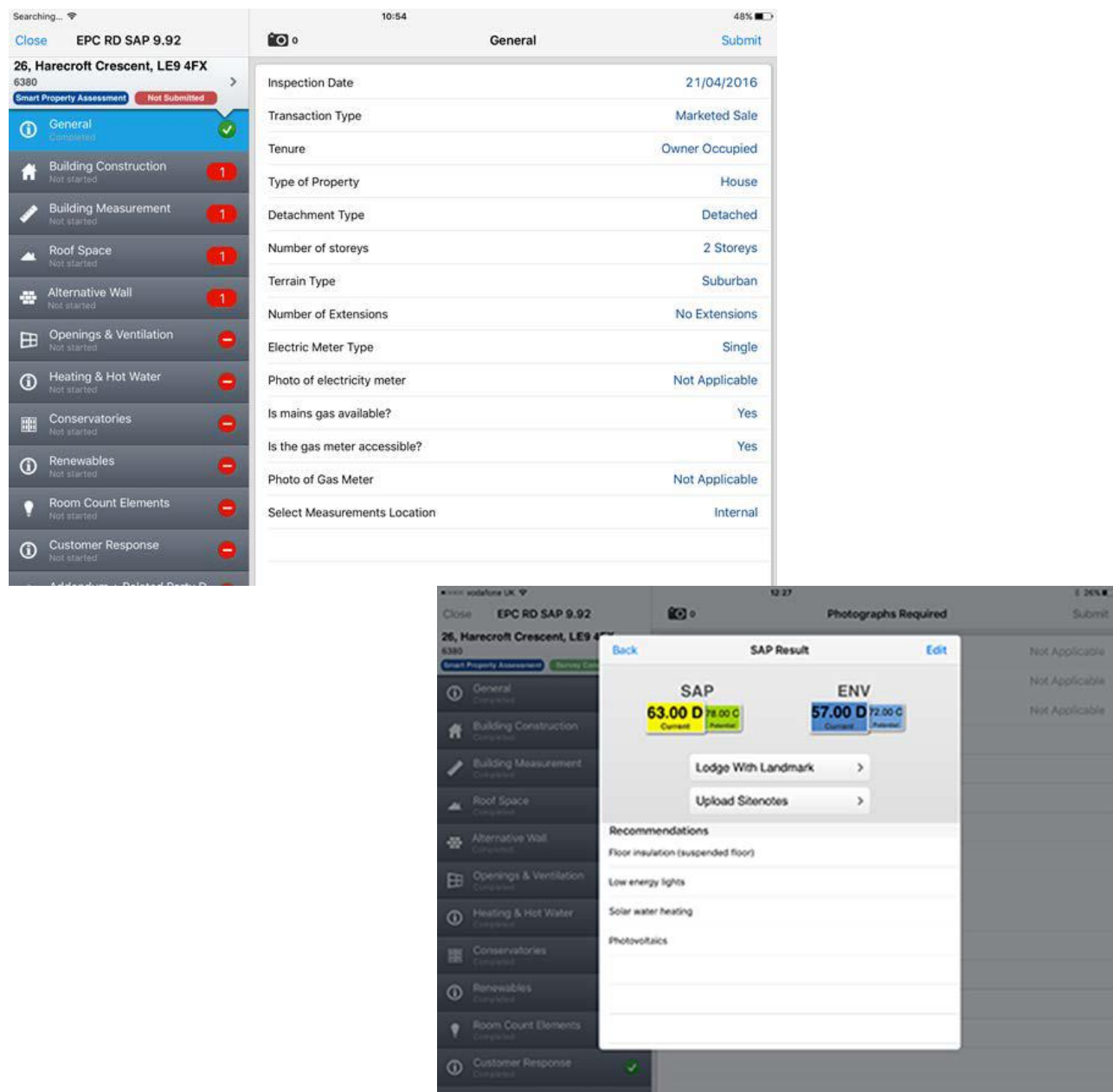
Region Yes
No

Domestic: Smarter Surveys

ecmk members have **FREE** use of eTech's Smart Survey App which is available on iPad and iPhone. There are huge benefits to using the App over paper-based site notes and we have developed the Smarter Survey Webinar to show this. The webinar is aimed at DEAs who are not currently using the Smart Survey EPC App and are still using pen and paper for their EPCs.

This course will cover:

- The benefits of the App
- Live demonstration of how it works
- How to get started using the App



The image displays two screenshots of the Smart Survey App interface. The top screenshot shows the 'General' tab for a property at 26, Harecroft Crescent, LE9 4FX. The left sidebar lists various assessment categories, with 'General' marked as 'Completed'. The main area shows fields for Inspection Date (21/04/2016), Transaction Type (Marketed Sale), Tenure (Owner Occupied), Type of Property (House), Detachment Type (Detached), Number of storeys (2 Storeys), Terrain Type (Suburban), Number of Extensions (No Extensions), Electric Meter Type (Single), Photo of electricity meter (Not Applicable), Is mains gas available? (Yes), Is the gas meter accessible? (Yes), Photo of Gas Meter (Not Applicable), and Select Measurements Location (Internal). The bottom screenshot shows the 'SAP Result' screen, displaying SAP 63.00 D (Current) and 78.00 G (Potential), and ENV 57.00 D (Current) and 72.00 C (Potential). It also includes options to 'Lodge With Landmark' and 'Upload Sitenotes', and a list of recommendations: Floor insulation (suspended floor), Low energy lights, Solar water heating, and Photovoltaics.

Please see our CPD schedule at the end of this bulletin for our next Smarter Survey Webinar.

Customer Satisfaction Survey

Assessors are reminded that as part of the new Scheme Operating Requirements, assessors are required to obtain the email address of customers to allow the scheme to ensure assessors are adhering to the Code of Conduct by sending the customer feedback form to complete online.

Lodgement of Incorrect EPCs

Assessors are reminded of convention 9.03 in relation to notifying the scheme of an incorrect or defective EPC lodged at Landmark.

Convention 9.03 - Lodgement of incorrect EPC:

If you lodge an EPC in error and lodge a corrected EPC, inform your accreditation scheme so that the erroneous one can be marked 'not for issue'.

Assessors must email accreditation@ecmk.co.uk with the RRN of the incorrect EPC and the RRN of the replacement EPC.

EPCs will not be removed from the register unless a replacement EPC has been lodged and the RRN supplied to the scheme.

If you do have any further questions or queries then please contact us via:

Email: accreditation@ecmk.co.uk

Feedback Winners

Each month we randomly select a customer's feedback in relation to the service that they have received when calling our offices. They are awarded with a £25 Amazon voucher for taking the time to send in their comments. We are delighted to announce the winners from the past three months, along with some of their comment:

August: Andrew, Stoke-on-Trent

"I would like to thank ECMK for your excellent customer service and always being very helpful in rectifying my problems quickly and efficiently, once again a big thank you and I am very proud to be randomly chosen as the August winner."

September: Richard, Swansea

"I have found the ecmk team to be responsive, helpful, consistent and friendly. Keep up the good work."

October: Malcolm, Reading

"I've been accredited with ECMK ever since I qualified as a DEA in 2011. I selected ECMK over other companies as my initial impressions as a new DEA was that I would be well supported with a very helpful and friendly service. I have never been disappointed in the 7 years I have been operating. My queries are always answered in a clear and helpful manner. I have

attended many training sessions and boot camps over the years and these have always been well organised, informative and good fun. Thank you for your support. “



Christmas & New Year Opening Times

The ecmk office will close at 1600 on Monday 24th December (Christmas Eve) and re-open on Wednesday 2nd January at 0800.

Any urgent enquiries should be sent by email to support@ecmk.co.uk

Free CPD Training

Members are reminded that their free allocation of 4 hours CPD training expires on 31 December 2018. A new allocation for 2019 will commence on 1st January 2019. Any unused hours cannot be rolled over to 2019 so we encourage members to take advantage of the webinars on offer during December 2018.

Cert DEA Course – 5 days

Monday 21st January – Friday 25th January 2019

Bookings are now open for our 5 day course at our office in Solihull. *For our full Training Terms and Conditions please visit:* <http://www.ecmk.co.uk/training/>

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

Upcoming CPD Webinars

	December	Cost (+ vat)*
Secondary Heating	Mon 3 @ 1700-1800	£15.00
Renewables and LZC Technology	Tues 4 @ 0830-0930	£15.00
Evidence: Photographs & Documents	Fri 7 @ 1600-1700	£15.00
New Scheme Operating Requirements (SORs)	Mon 10 @ 1700-1800	£15.00
Heating Controls	Tues 11 @ 0830-0930	£15.00
Glazing	Fri 14 @ 1600-1700	£15.00
Smarter Surveys – An Introduction to the Smart EPC App	Mon 17 @ 1700-1800	£15.00
Primary Heating Fundamentals	Tues 18 @ 0830-0930	£15.00
Rooms in the Roof	Fri 21 @ 1600-1700	£15.00

**Costs listed are for ecmk members*

Click [here](#) to find out more and to book your place!

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

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

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



We would like to take this opportunity to wish all our customers a Merry Christmas and a prosperous New Year!