



# *Architectural EPC*

## On Construction Domestic Energy Assessment

### EPCs QUALITY CHECKS

**VERSION 2.0 - August 2011**

Chartered Institute of Architectural Technologists (CIAT)  
397 City Road  
London  
EC1V 1NH

Royal Institute of British Architects (RIBA)  
66 Portland Place  
London  
W1B 1AD

Royal Society of Ulster Architects  
2 Mount Charles  
Belfast  
BT7 1NZ

## Energy Performance Certificates – Quality Checks

It is a requirement of the DCLG that OCDEA Schemes undertake a Quality Check of 2% of all EPCs lodged by OCDEAs. Each of these must demonstrate that the DER is within +/- 4% of the true value.

This guidance covers both the routine checking of EPCs remotely as part of the Schemes Quality Checking procedures and those EPCs checked as part of an OCDEA audit (see the Schemes Audit Procedures).

### Identifying EPCs for Checking

The EPCs to be checked will be chosen at random by the Scheme and the OCDEAs will have 15 working days to provide the information required.

In the case of a Quality Check forming part of an audit the information will be should be provided ahead of the audit itself.

The sampling procedures for both random and targeted Quality Checking of EPC are defined in Appendix 5, page 28 of DCLG's EPBD Scheme Operating Requirements. The requirements for random sampling are:

- 2% of all EPCs lodged by the Scheme as a whole in any given quarter
- 1 EPC lodged by each OCDEA in each 6 month period
- 1% of all EPCs lodged by each OCDEA in each calendar year
- The 1 EPC lodged by each new or reinstated OCDEA within 30days of membership or the first available EPC if after 30 days

### Information Required

DCLG have laid down the minimum information required to Quality Check EPC in Annex A to Appendix 5, page 41 of the Scheme Operating Requirements essentially the following information is required:

- A copy of the OCDEA's SAP calculation
- Copies of the design drawings and specifications used in preparing the calculation including manufacturer's literature, U-value calculations etc
- A copy of the OCDEA's checklist
- Any additional notes / calculations made by the OCDEA
- A Developers Statement confirming any differences between the original design drawings and the dwelling as built
- Copies of air tightness tests where appropriate
- A copy of the Accredited Construction Details (ACD) certificate where appropriate

This information is essential to allow the Independent Quality Assessor (IQA) to replicate the calculations of the OCDEA and the OCDEA can provide this information in either paper or electronic format. Electronic format is preferable.

## Quality Check Process

Undertaken independently on behalf of the Scheme by an Independent Quality Assessor (IQA) who must be an OCDEA or equivalent (such as an Approved Certifier of Design (Section 6 – Energy) Domestic as recognised in Scotland). The IQA will recalculate the EPC, checking each of the inputs and enter these into an Approved SAP software calculator - the version of which complies with the date of the EPC.

To pass the Quality Assessment Check the OCDEAs DER must be within +/- 4% of that arrived at by the independent IQA.

Where the DER values are out by more than +/- 4% the IQA will undertake a deeper check of the OCDEA's calculation to identify where the input differences lay and seek clarification from the OCDEA.

The Quality Checking Process can only be undertaken on the evidence provided.

## Reporting Process

After completion of the Quality Check(s) the provisional results are shared with the OCDEA. Where an individual EPC is deemed to have failed the IQA will outline the reasons for this. The reasons may be one or more of the following:

- Inaccurate dimensions or sizes
- Inaccurate specification information
- Misinterpretation of SAP procedures
- Misapplication of the correct version of SAP.

The OCDEA has 10 working days to lodge an appeal stating the reasons why they believe the calculation to be correct. Where the OCDEA disputes the result obtained by the IQA a second independent IQA will be tasked with adjudication.

The IQA will lodge a final report with the Scheme Director 15 days after completing the Quality Checks:

1. Confirming the number of and identifying the Quality Checks completed
2. Confirming the number of accurate and inaccurate EPCs
3. Forwarding any comments for the OCDEA and any response from the Independent Quality Assessor
4. Recommending whether any further CPD / remedial action / audits should be considered by the Scheme.

Where it is evident that EPCs are regularly being produced inaccurately the Scheme Director should consider widening the process of Quality Assessment Checking.

## DCLG Scheme Operating Requirements (SOR)

This document has been prepared in response to the SOR and is intended to help OCDEA's readily understand the importance that the Scheme and DCLG place on the accuracy of the EPCs produced by the members of the Scheme.

This document should not be read as an alternative to the SOR and OCDEAs should take particular note of Appendix 5, page 28 and Annex A to Appendix 5 of the SOR, which is available to download from the Scheme website [www.Architectural-EPC.co.uk](http://www.Architectural-EPC.co.uk)