



Architectural EPC

On Construction Domestic Energy Assessment

INVALID CERTIFICATES PROCEDURE

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Introduction

The production of An Energy Performance Certificate (EPC) is dealt with in detail in the Scheme Guide which is downloadable from www.Architectural-EPC.co.uk. The process is one of completing a Standard Assessment Procedure (SAP) calculation using Energy Design Tools (EDT) calculator and then lodging the certificate with Landmark via **Architectural EPC**.

The on-line data system prevents an On Construction Domestic Energy Assessor who is suspended or terminated from completing the process and lodging an EPC. The final part of the process of lodging an EPC requires an on-line payment, so for an EPC to be produced fraudulently requires both an On Construction Domestic Energy Assessor login and password details for the scheme website and their credit card details.

Invalid EPCs

An invalid EPC may be identified at one of four stages:

- An On Construction Domestic Energy Assessor realises that the EPC is invalid shortly after creating it
- The local authority Building Control Officer identifies a mismatch between the EPC and the property to which it relates
- Landmark identify an EPC with an incorrect address, although this should be checked automatically during the lodgement process
- **Architectural EPC** identifies an invalid EPC during audit
- **Architectural EPC** identifies an invalid EPC during an investigation that follows a complaint

A certificate is invalid if:

- The site address does not match that of the actual dwelling
- The ratings on the EPC are based on an Energy Efficiency Rating and an Environmental Impact Rating. The EPC is invalid if either rating is inaccurate by > 4%
- Any of the following details are incorrectly recorded:
 - Dwelling type
 - Date of assessment
 - Type of assessment
 - Total floor area

It is expected that invalid certificates will occur either as genuine mistakes, where there has been a mistake in the information provided to the On Construction Domestic Energy Assessor or an inaccurate calculation has been used.

On Construction Domestic Energy Assessor Reports an Invalid EPC

As soon as it becomes apparent to an On Construction Domestic Energy Assessor that one of their EPCs is invalid they must notify **Architectural EPC** confirming the reasons for the invalidity.

Where the On Construction Domestic Energy Assessor is able to re-lodge an EPC they should do so. Where they are not they must inform **Architectural EPC** of the reason such as:

- The builder cannot or will not confirm any changes to the design
- A postal address is not available

- The dwelling to which the EPC refers is not complete

Where an EPC is re-lodged the On Construction Domestic Energy Assessor must provide **Architectural EPC**, the original commissioning agent and the building owner with replacement copies.

A Local Authority, Landmark or Other External Body Reports an Invalid EPC

An external body can report an EPC as invalid if they have any concerns regarding its authenticity or accuracy – on receipt of such a report the Scheme Administrator will:

- Request details of the invalidity
- Record the details of the invalid EPC
- Seek comment from the On Construction Domestic Energy Assessor
- Check the On Construction Domestic Energy Assessor file to see whether this is a first, occasional or frequent occurrence

Where the invalidity is a simple matter of fact and this is accepted by the On Construction Domestic Energy Assessor then the On Construction Domestic Energy Assessor must take the responsibility for producing and lodging an accurate EPC, providing copies of the replacement for **Architectural EPC**, the original commissioning agent, the building owner and the external body which identified the invalidity.

Where the invalidity is due to an inaccurate calculation then the Audit Panel should be informed in order that further checks can be undertaken if considered necessary through the audit process.

Where the On Construction Domestic Energy Assessor does not provide comment or does not accept the invalidity or states that they are not able to re-lodge an EPC then the Scheme Administrator must convey this to the External Body, outlining to them that they have the opportunity to submit a written complaint, which **Architectural EPC** will investigate.

An Audit Uncovers an Invalid EPC

Where the audit process uncovers an invalid EPC it should be treated as if it has been reported by an external body and in the absence of a satisfactory response on the part of the Construction Domestic Energy Assessor should automatically be dealt with as if a complaint.

Where the invalidity is due to incorrect information, ie incorrect address or floor area the On Construction Domestic Energy Assessor must issue a replacement EPC. Where the need for a replacement has been identified by the

Replacement of EPCs

In extreme circumstances it may be that either the Audit or Conduct Panels rule that one or more EPCs are invalid and the On Construction Domestic Energy Assessor concerned refuses to re-lodge the EPCs.

In this instance **Architectural EPC** will, if it has not already done so, suspend the ON Construction Domestic Energy Assessor and engage another On Construction Domestic Energy Assessor to undertake new assessments and lodge replacement EPCs.

Any such EPC will be provided free of charge to the Building Owner and any other stakeholders noted above.

Architectural EPC retains the right to seek reimbursement of any costs for the original On Construction Domestic Energy Assessor.

Record Keeping

The Scheme Administrator will keep an overall record of the number of invalid EPCs that are re-lodged on a quarterly basis, together with the reasons for the invalidity and the actions taken for consideration by the Review Panel.

Where the Review Panel considers the frequency of invalid certificates on the part of any individual On Construction Domestic Energy Assessor has moved from simple human error to poor practice they should propose a course of action which may include one or more of the following:

- Require the On Construction Domestic Energy Assessor to undertake additional training
- Require the On Construction Domestic Energy Assessor to retake one or more of the on-line tests
- Schedule a spot audit
- Suspend the On Construction Domestic Energy Assessor
- Refer the On Construction Domestic Energy Assessor to the Disciplinary or Conduct Panels

Audits and CPD

The Audit Panel should be informed of all instances of invalid EPCs and consider these in prioritising the Audit Program. Where invalid EPCs are uncovered during an audit then the Audit Panel should consider extending the scrutiny of the individual On Construction Domestic Energy Assessors work or recommending additional CPD or training.