

## Technical Bulletin – 20/12/2017

### Contents

- Audit Date
- Expired EPCs
- Valid EPCs
- Listed Buildings
- It's YOUR data
- Label your extensions
- Quidos Christmas Opening Hours



### Audit Date

Quidos requested the latest batch of randomly-selected QA audits on 8<sup>th</sup> December. Due to the Christmas and New Year holidays, the final deadline for audit upload will be 6pm on **Wednesday 3<sup>rd</sup> January 2018**.

The iQ-Energy reminder emails do not factor in bank holidays so it is likely that any reminders will be sent giving incorrect dates and deadlines. The best way to resolve this is not to wait to upload your audit! We have assessors able to upload all of their data within hours of the initial requests; if you maintain your evidence effectively, you should not have an issue to upload all your audit data prior to Christmas. Tips on managing your data can be found in our newest CPD module: [Managing your data effectively](#).

### Expired EPCs

We have had a number of assessors ask about EPCs on the Register which are becoming expired and what is happening to them. At a recent Cross-Scheme Moderation meeting, Quidos raised this matter with Landmark on your behalf – in late-January, the Registers (Domestic and Non-Domestic) will be updated to watermark expired reports to indicate their expiration. We are yet to know the full details of any other amendments, or if EST in Scotland will be following a similar process.

The compliance of having valid EPCs available for marketed sale or rental purposes is down to local Trading Standards, who receive a portion of the money from lodgement fees specifically for enforcement. Energy assessors should be well within their rights to notify Trading Standards about any agent who may be using an expired EPC, or no EPC at all, for property transactions. They have the power to enforce £200 fines for such breaches.

## Valid EPCs

Before a property is marketed, the agent must determine whether there is a valid EPC lodged for that dwelling. If there is, the property can be marketed using that EPC. If there is not, the agent must either have a new EPC in place, or have an EPC commissioned before it is marketed.

We have seen numerous instances where agents market the property before an Energy Assessor is requested to produce an EPC. From that point, an EPC is required to be in place within **SEVEN DAYS**.

There is a common misconception that agents have 28-days to get an EPC in place. In fact, it is seven days, with an extension of 21 days if they have been unable, given all reasonable effort, to secure the new EPC.

For newly built dwellings, a SAP EPC must be provided within 7 days of completion. RdSAP assessments must never be produced for new builds, and this includes houses converted into flats etc. Once the SAP EPC is produced, the agent/homeowner can use that report for the next ten years for all purposes.

With non-domestic buildings, especially those being stripped out for rental, building owners will need to ensure a new EPC, if required, is produced while services are in place. If done with no services, it is unlikely the unit will be rentable under MEES Regulations, as the worst case scenario would need to be entered. Proposed fit out for stripped buildings cannot be used as the basis for assessment; as DCLG commented at the Non-Domestic Conventions meeting they would “...not endorse anything that would improve the score for anything other than the worst case scenario”.

## Listed Buildings

DCLG has recently released updated guidance for the marketed sale and rent of domestic and non-domestic properties. These documents include “*improve guidance on the EPC exemption for historic buildings*”. The Quidos Technical Support team read these documents for an hour and have yet to note any improvement to the guidance provided.

The decision, ultimately, for whether a listed property shall have an EPC should be made by the property owner. If an Energy Assessor is contracted to complete an EPC, it should be done, but as to whether it is *required* is a decision to be made by the property owner/agent.

Confused? Yes, so are we!!

[Guidance for the sale and rent of domestic dwellings](#)

[Guidance for the sale and rent of non-domestic properties](#)

**\*\* All properties in Scotland require an EPC for sale or rent \*\***

**\*\* there is no exemption for listed buildings \*\***

## It's YOUR data

Data is at the heart of everything that an Energy Assessor does, so it is important that Energy Assessors are able to manage and storage it carefully.

The most important point is that the data is yours – it is not your employer's, or the panel that you work for – you should always retain all of the evidence that you collect for your assessments. Quidos accredits Energy Assessors as individuals; we do not accredit companies, councils, panels, or agents, so you will remain responsible for every report lodged with your name on it.

As an Energy Assessor, you will be aware of Section 4.1.2 of the Quidos Code of Conduct

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*Energy Assessors shall make accurate and legible records of the Assessment, which are to be maintained securely for a period not less than **10 years**. The records must be of sufficient detail to enable an unconnected third party to interpret the Energy Assessor's Report findings. The practice of completing electronic Reports without the preparation of such records is unlikely to satisfy the National Occupational Standards.*

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Irrespective of how your bills are paid, you are required to store all of your records, evidence and data for at least 10 years from lodgement. We have had a number of scenarios where assessors leave employment but remain suspended due to "giving them all my data". This is not acceptable practice for a fit and proper professional.

## Label your extensions

As a Christmas gift, we have made a minor modification to iQ-Energy to make the management of multiple extensions slightly easier – you can now label them!

The labels, which are input on the Classification page, allow you to give a brief name to extension to allow you to keep track of the different building parts:

Age Band		Extension Name
Main Property *	C 1930-1949 ▼	Above garage
Extension 1	J 2003-2006 ▼	Lean-to
Extension 2	A before 1900 ▼	
Extension 3	Not Applicable ▼	
Extension 4	Not Applicable ▼	

The labels are replicated throughout the software pages for the building elements. This will help match up your floor plan annotations with your iQ-Energy data inputs.

Obviously, you don't need to label your extensions if you don't want to, but for complex properties, it's a great help.



## *Have a Merry Christmas and Happy New Year from everyone at*

The Quidos Main Office will be closed for the  
Christmas break from 22<sup>nd</sup> December.

**CLOSED:** 22<sup>nd</sup> December 2017 – 2<sup>nd</sup> January 2018

The office will be open as usual from 9am on 3rd  
January 2018.

There will also be limited online technical support  
for Energy Assessors during the Christmas period.

All queries should be submitted to the  
Support Log: <http://support.quidos.co.uk> or  
email [support@quidos.co.uk](mailto:support@quidos.co.uk)

# Quidos

