

## Convention in Focus – Convention 9.03

### Wording of 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”.

### What does this mean?

- If you make a mistake on the EPC and need to lodge a new one to rectify this mistake you must inform your accreditation scheme of this and request it be marked as “not for issue”.
- The same applies for if you fail an audit and have to re-lodge as per the auditor’s comments. The failed EPC must be requested to be marked as “not for issue”.
- You must provide your Accreditation scheme with the replacement RRN in all scenarios other than if an EPC is marked “not for issue” due to the property requiring a full SAP assessment.

### How do you request an EPC to be marked “not for issue”?

The primary way in which an EPC can be requested to be marked as “not for issue” is on iQenergy.

- First you need to select the report you wish to mark as “not for issue”. Then you can press the ‘Cancel Report’ button.

**iQ-ENERGY** Quidos Online CPD Modules TAKE A LOG

25 January 2017, Wednesday  
UserName: QUID202904

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UPRN	RRN	Property Address	Assessment Date	SAP	EI	Lodgement Date	Status
0717361478	8307-5644-1122-6727-0873	2, Maes yr Efail, LLANBRYNMAIR, SY19 7DA	24/08/2023	D65	D57		In progress
1000419474	4400-1194-0929-1097-1933	LOANECKHEIM, 20, KILTARLITY, BEAULY, IV4 7JQ	11/01/2017	E51	E41		PDR-Completed
7154562468	0518-7945-6252-4626-6914	RDEN-41, AL1 1AE	09/12/2016	A289	A360		Calculated
7154562468	0718-7945-6252-4726-6910	RDEN-52, AL1 1AE	09/12/2016	0	0		In progress
8184562468	9841-2821-6428-9606-6551	RDEN-40, AL1 1AE	09/12/2016	0	0		In progress
1184562468	8816-6622-4489-1281-5906	RDEN-31, AL1 1AE	09/12/2016	C72	E53		In progress
8038462468	8986-6622-4839-0243-4902	RDEN-10, BD8 7LL	07/12/2016	0	0		In progress
7154562468	9741-2823-6425-9606-6571	RDEN-62, AL1 1AE	07/12/2016	0	0		In progress
7154562468	8776-6622-4459-1273-5902	RDEN-70, AL1 1AE	07/12/2016	D66	D66		In progress
8040562468	0558-8905-6242-4726-6904	134, Stowey Road, Yatton, BRISTOL, BS49 4EB	05/12/2016	D67	D67		PDR-In progress

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- You will need to enter the replacement RRN and the reason for wanting the EPC to be marked as “not for issue”.



- You should then receive a success message, which means the request has been sent to Quidos.
- Once your EPC has been marked as “not for issue” by Quidos, you will receive a confirmation email.

N.B – If you do not receive a success message or email of confirmation, please email [support@quidos.co.uk](mailto:support@quidos.co.uk) with the RRN of the report you wish to mark as “not for issue”, the replacement RRN and a short explanation of why you wish to cancel.

## What happens if an EPC that should be marked as “not for issue” is not?

- If an EPC has failed an audit and is requested to mark the report “not for issue”, the assessor has 10 working days in which they must request this. Failure to do so will result in their accreditation being suspended.
- An EPC is a legal document so not marking a report as “not for issue” if it should be allows an incorrect/inaccurate report to be accessed by anyone. This could have repercussions in the future if a property appears to have an EPC when in fact it should no longer be considered a valid legal document.

## Still Need Help?

The Quidos Technical Support team are on hand if you have any further queries:

@ [support@quidos.co.uk](mailto:support@quidos.co.uk)

<http://support.quidos.co.uk>

(01225) 667 570