

## Technical Bulletin – 15<sup>th</sup> July 2019

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### June RBAS lodgement figures (RdSAP)

#	RBAS Trigger Description	# EPCs	# DEA	# Audit	May # EPCs	May # DEA	May # Audit
1	No main heating system present, but mains gas supply present	6	6	4	11	10	0
2	Main building age band of L	32	19	5	26	23	0
3	Heating controls of boiler energy manager	2	2	1	1	1	0
4	Overridden U-Values for the main walls	3	3	2	6	2	0
6	No heating controls present, but main heating system is a gas (incl. LPG) or oil boiler	40	25	0	21	19	0
7	Ground floor of main building room height is <1.5m or >4m	4	4	0	9	7	0
8	Mechanical ventilation present in property built prior to 2003	19	11	0	24	12	0
9	Gas boiler main heating system and hot water from electric immersion	29	11	0	20	12	0
11	Age band A (pre-1900) with cavity walls	22	15	0	22	14	0
12	No access to the main building loft	1136	203	0	1090	199	0
13	No access to hot water cylinder	164	68	0	99	57	0
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	3	3	1	37	29	0
15	Wall of any building part that has insulation type unknown	49	19	0	29	21	0
16	Floor of any building part that has insulation type unknown	28	23	0	22	19	0
17	Non-pitched roof or roof room of any building part has insulation type/thickness 'unknown'	46	34	0	52	40	0
<i>Audits above which had triggered additional rules</i>				0			0
<b>TOTAL RBAS AUDITS SENT</b>				<b>13</b>			<b>0</b>

## Non Domestic RBAS

It's with great pleasure to announce that after a seemingly successful first year with domestic risk based audit selections (RBAS), non-domestic auditing is following suit and starting its own list of rules to be audited on.

Quidos, along with the other schemes, have long pushed for a change in the SORs to allow for auditing based on risk, alongside fewer random audits. This change has now been approved and new auditing criteria for all non-domestic strands will be as follows:

- Quidos must audit 2% of all lodgements in a calendar year;
- An assessor will be subject to a **minimum** of **one** audit every **four years**;
- The rest of the assessor's audits will be made up of RBAS;
- Audits for new members, complaints and follow-ons will make up the 2% requirement.

Please note that these are minimum requirements and because we have to meet 2% of all lodgements as a scheme, if you are completing lodgements on a regular basis you will receive more than one audit every four years.

The rules below are the first which will be looked at, but you can expect changes in the future. There is an implementation date of between July 1<sup>st</sup> and 31<sup>st</sup> December, but Quidos are aiming for an October start date calling audits based on lodgements made in September.

### NDEA EPC Rules

#	Rule	Priority No.	Risk/Impact on EPC
1	Any occurrence of 2 or more ND EPC lodgements for the same UPRN within a 3 calendar month period made by assessors from the same scheme.	1	Highest
2	More than 30 ND EPC lodgements in a calendar month.	2	Highest

Please note: Rule 2 will be a randomly selected and will only be applied once per assessor per calendar year.

### DEC Rules

#	Rule	Priority No.	Risk/Impact on EPC
1	More than 50 ND DEC lodgements in a calendar month.	1	Highest

Please note: Rule 1 will be a randomly selected and will only be applied once per assessor per calendar year.

## ACEA Rules

#	Rule	Priority No.	Risk/Impact on EPC
1	Any occurrence of 2 or more ACEA lodgements for the same UPRN within a 3 calendar month period made by assessors from the same scheme.	1	Highest
2	More than 30 ACEA lodgements in a calendar month.	2	Highest

Please note: Rule 2 will be a randomly selected and will only be applied once per assessor per calendar year.

## Updated Domestic Conventions

New versions of the SAP and RdSAP Conventions have been approved by Government and will be implemented for use on all SAP and RdSAP lodgements from **1<sup>st</sup> September 2019**.

All lodgements made from 1<sup>st</sup> September must be completed in line with updated Conventions, which will be used as part of the surveillance auditing processes as well.

SAP Conventions v8.1 can be [downloaded HERE](#)

RdSAP Conventions v11.0 can be [downloaded HERE](#)

These have currently be approved for England & Wales but will certainly be applicable for Scotland and Northern Ireland for the same implementation date.

*Accessible versions of these Conventions are available on request.*

## Quidos Assessor Insurance

After a change in insurance broker, we have now confirmed the Domestic PI and PL insurance for the coming year. These details are automatically updated into iQ-Energy, so DEAs do not need to update the details at all.

Copies of the insurance certificate can be download directly from iQ-Energy for your own records. Just go to the *Insurance Documents* option under Domestic Energy Assessment tab.

## DBS Certificates

When applying for a basic DBS check, please ensure that you order this using one of the providers authorised by the UK Government. There are different providers for each of the different regions in the UK and all of them will only charge £25 for a basic DBS.

There have been increasing numbers of Energy Assessors who have paid over £80(+VAT) for a Basic Disclosure only to never receive a paper certificate, or to instead receive a PDF document which states that it is a not an authorised DBS check.

We CANNOT accept these so please ensure you use the links below to order a new disclosure when you need one. If you have any questions or would like further guidance, please contact the Accreditation team on 01225 326 895 or at [gas@quidos.co.uk](mailto:gas@quidos.co.uk) and they will be happy to assist.

The correct authorised DBS providers are:

England & Wales = <https://www.gov.uk/request-copy-criminal-record>

Scotland = <https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/>

Northern Ireland = <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

## Holiday Time

With the Summer Holidays fast approaching, we have really appreciated the feedback from Energy Assessors regarding holiday notifications, in case of auditing. The QA department would be able to provide a maximum of five days extension, if necessary, to enable Energy Assessors to upload for auditing upon return. A notification about holiday will never prevent or delay an audit request being sent, however you are at risk of your accreditation being suspended if you fail to notify us of holiday and subsequently fail to upload for audit. Notifications should be sent to [qa@quidos.co.uk](mailto:qa@quidos.co.uk).

We should add the iQ-Energy software will still send out reminders, even if you have notified us of the holiday; we would add any necessary extension manually.

## Drawbridge Method for Flats

A number of DEAs have questioned how to utilise the drawbridge method for dealing with flats which have open stairwells to a lower storey entrance.

In our example below, we can see the staircase on the left-hand side of the dwelling. The entrance to the flat is a ground-floor lobby with entry door. With the drawbridge method, we would extend the floor area of the dwelling to cover the open stairwell.



We can now imagine that this is one complete dwelling area.

You will not need to worry about modelling a separate extension for the ground floor entry, and this complies with RdSAP Convention 2.25.

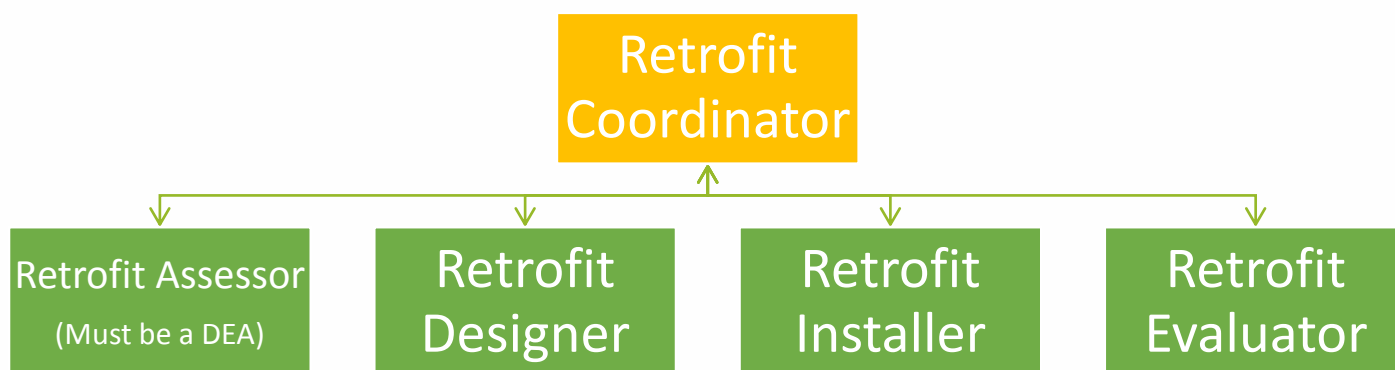
## PAS 2035 update

As we noted in last month's Technical Bulletin, a great deal of progress is being made in terms of retrofit assessment and the PAS 2035 retrofit standards. PAS 2035 officially came into effect on 30<sup>th</sup> June 2019.

As part of the Each Home Counts (previously the Bonfield Review) agenda the development of a new PAS was considered essential as a principal document in the retrofit standards framework, which retrofit assessors and therefore owners of the quality mark will be required to comply with when working on domestic retrofit projects.

Like many Governments before, it is always an ambition to improve the housing stock in the UK. This is done with through ambitions such as reducing carbon emissions as well as fuel poverty, but also through building more houses. Not enough was said and done on existing housing stock. Each Home Counts clearly showed more was needed to be done by emphasising the current failures and shaping a better process for retrofitting existing house stock with energy efficient measures. Out of this came PAS 2035, which is to be used from the start to finish of the retrofit project.

The new takes a whole-dwelling approach instead of isolating individual parts. By looking at the home, occupancy, improvement measures wanted/recommended as well as the condition of the property, the idea is to determine the most suitable measures to install. This should eliminate or largely reduce unintentional damaged caused by the previous isolationist approach (severe issues with ventilation) and improve the quality of retrofit work which is largely funded by banks and lenders. Essentially, any funding applied for is used for actual improvement measures.



Quidos are pleased to announce that they be soon providing a TrustMark-approved Retrofit Assessor scheme in line with the PAS 2035. This is the specification for the energy retrofit of domestic buildings. Becoming a Retrofit Assessor and member of a scheme will mean you are fully qualified to work on domestic retrofit projects.



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A quality mark has been produced by TrustMark Government Endorsed Quality, and Retrofit assessors require this mark of approval to show they are accredited with an approved scheme to carry out their part of a retrofit project. In addition to this, the quality mark can be used by assessors to show that their skills, practices and standards are of the highest quality.



We'll be updating DEAs using Technical Bulletins in the months to come with further details as and when all of the data and training requirements have been confirmed across Schemes. The point of contact at Quidos for all Retrofit Scheme details will be Head of Compliance, Catherine Garrido: [catherine@quidos.co.uk](mailto:catherine@quidos.co.uk).


## Technical Support

Don't forget, if you have any technical support queries, these should be emailed to our Support Log along with some photos so that we can provide the best advice as possible.

Your query can be logged directly with the Support Log at: <http://support.quidos.co.uk>.

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

**Don't forget, we have loads of support information on our Support Log knowledge base!**

 **Quidos Technical Support Log**

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### Knowledge base

#### How do I access the Quidos Support Team?






[support@quidos.co.uk](#) (2)

-  [How do I access the Quidos Support Team?](#)
-  [Have you checked the RdSAP Conventions?](#)

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### Technical Support Publications

#### Technical Bulletins (17)






-  [Quidos Technical Bulletin - 16/08/2018](#)
-  [Quidos Technical Bulletin - 20/06/2018](#)
-  [Quidos Technical Bulletin - 29/03/2018](#)
-  [Quidos Technical Bulletin - 19/02/2018](#)
-  [Quidos Technical Bulletin - 22/01/2018](#)

[» See all 17 articles](#)

#### Listed Buildings (1)


-  [Quidos Guidance on Listed Buildings for Energy Assessors](#)

#### Helpsheets (7)

-  [The Appropriate Use of RdSAP](#)
-  [QA Bulletin: Stock Images and Implications of Use](#)
-  [TS003 - Addenda to EPCs](#)
-  [TS001 - Energy Efficiency Regulations](#)
-  [TS002 - Solar PV inputs to iQ-Energy](#)

[» See all 7 articles](#)

#### MEES (1)

-  [Energy Efficiency \(Private Rented Property\) Regulations \(also known as MEE...](#)

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