

Technical Bulletin – 26/06/2017

Contents

- Cancellation Amnesty
- Meter Box Key
- New QA File Uploader
- Holiday Extensions for QA
- Smoke Control Areas
- Updated advice for MEES



Cancellation Amnesty

With the publication of historical EPC data in England & Wales by DCLG, it has become clear that Energy Assessors may not be cancelling defective or incorrect reports and leaving them on the Register.

There is a common misconception that lodging a new report will 'supersede' any live reports from the Register. Whilst it is true that the newer report will be the first one to be downloaded, any reports with errors will still be showing as 'Entered' on the Register and therefore, part of property history for that building.

Obviously, there are a number of reasons why multiple EPCs may be lodged against a specific property UPRN, but this is specifically looking at instances where you have lodged a new report to replace one which has an issue with it. The issue could relate to an auditing failure or feedback from a client. We should note that a specific RdSAP Convention relates to this matter:

Convention 9.03 - 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".

Quidos would request that all Energy Assessors review their lodgements and, where an incorrect report has been replaced, cancel the incorrect RRN as soon as possible.

Energy Assessors **ARE NOT CHARGED** for cancelling reports.

Meter Box Key

In recent months, we have noted from audit feedback that basic elements of an Energy Assessor's on-site kit are not being used effectively, or are missing completely.

Element 4.1 of the National Occupational Standards for DEAs (which should be read in line with the Quidos Code of Conduct) states that Assessors must be able to:

...ensure that you have the equipment and resources needed for the inspection

One area of this would be to ensure that you have a meter box key in order to accurately ascertain the type of meter within the dwelling. Meter box keys are very easy to get hold of from hardware stores, or online; having a locked meter box should not be a factor in missing evidence required for auditing.



New QA File Uploader

A number of Energy Assessors would have noted the recent changes to the QA File Uploader used for auditing submission. The new system enables Energy Assessors to label their evidence appropriately to provide a clearer view of their evidence package. Whilst many of these tags relate to domestic assessment, there are still appropriate labels for non-domestic work.

The uploader can handle batch selection as well as drag-and-drop functionality. We've also added an easier image preview in the Documents page to review all the uploaded files.

We have produced a helpful guide for using this new process; [CLICK HERE TO READ](#).

Holiday Extensions for QA

With the Summer Holidays fast approaching, we wanted to take an opportunity to remind Energy Assessors to keep the QA team aware of any holidays in case an auditing request is sent. 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.

Smoke Control Areas (England)

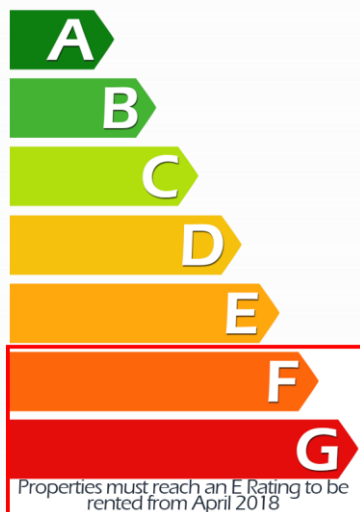
We have been working behind the scenes to produce a list of English Local Authorities and their status as a Smoke Control Area. A SCA will have an impact on the appropriate type of heating fuel to input for solid fuel boilers and open fires, so checking whether a property is within one is an important thing to know.

Energy Assessors should double-check on the both County Council and District Council listings for the SCA. In many cases, the County-level will not include the areas which their District areas hold.

Quidos has worked diligently to produce as accurate a listing as possible, however, there might still be mistakes within the data. We would advise all Energy Assessors to undertake their own checks if in doubt.

The Excel spreadsheet containing this data can be found in the *'Technical Information'* section under **Domestic Energy Assessment** in iQ-Energy.

Updated MEES Advice



Quidos have updated their advice to Energy Assessors for the provision of EPCs to rental properties to conform under the Energy Efficiency (Private Rented Properties) Regulations 2015, more commonly known as MEES.

A general overview of these requirements can be found on the Quidos website:

<http://quidos.co.uk/minimum-energy-efficiency-standards-meets/>

The guidance reviews listed buildings, exemptions, and the upcoming PRS Exemptions Register.

Due to the complexities of MEES recommendations and paybacks for Non-Domestic assessment, our training team have worked on a 30-minute CPD module to give further details on the Regulations and their impact for NDEAs.

This module can be found by following:

<http://quidos.co.uk/product/non-domestic-minimum-energy-efficiency-standards/>