Minimum Evidence Requirements – Display Energy Certificates

All data should be collected as applicable to the building being assessed. An auditor must be able to replicate the DEC using a combination of the evidence requirements below. Evidencing may not always be photographic; documentary evidence may also be applicable to meet the required evidencing. This is a minimum evidence list only; additional evidence may be required depending on the system being inspected and its specific characteristics.

Category	Required Evidence	Comments
Documentary Evidence (Site Visited)		
Data file	Software data collection forms, relating to information used by an EA to calculate the DEC.	
XML file	Imported to provide previous DEC data and measurement periods.	Downloaded from the register
Site Notes	The EA shall provide within the site notes anything used in support of creating the DEC. Site notes shall be dated and signed.	Site Notes will be of a templated style
Legal Title and Address	Evidence that shows the legal title of the occupier and their address	e.g. email correspondence or headed paper
Aerial view	Google maps (or link to this) or similar that clearly identifies the building and allows a sense of site dimensions.	Individual assessors are responsible for ensuring that they comply with any terms and conditions attached to the use of such material.
Supplementary calculations	Undertaken by the assessor outside of the DEC software.	
Energy information from client.	Shall include all energy sources, energy units used and be of sufficient detail that the QAA can undertake a sense check of the data.	Supplementary notes to support data entry and any calculations completed
Occupancy Hours	Evidence which can demonstrate extended occupancy hours. This needs to be evidenced in a manner which is additional to site notes. An example would be a photograph of “opening hours”.	
Separable energy use	Evidence which can demonstrate separable energy use. This needs to be evidenced in a manner which is additional to site notes. Photograph of activity associated with separable energy use, and documentation associated with energy use in this area would be examples.	
Benchmarking evidence	Can be provided through the combination of photographs and site notes. Possible check is “Google maps” (or similar).	

Photographic Requirements *Photographs must be clear, date stamped, and geo-tagged where possible. Photos are only required where applicable to the system and building being inspected.*		
Photographs of all external elevations: front, rear and side(s)	Photographs shall be dated within the image to avoid the use of stock images. Photos must be supplied in their original format ensuring that metadata has been preserved.	Where photographic evidence is not permitted, this must be supported by a restricted access document that has been signed and dated by the client.
Documentary Evidence (Site Not Visited)		
Data file	Software data collection forms, relating to information used by an EA to calculate the DEC.	
No change in use, occupancy hours, separable energy use, building dimensions.	To produce the first DEC and advisory report, the energy assessor must visit the site. In subsequent years the DEC and advisory report can be based on previous knowledge of the building, provided that: • they are being produced by the same assessor; and • a declaration that nothing has changed has been provided by the building occupant	Justification from EA as to why there has been no change in these areas.
Energy information from client.	Shall include all energy sources, energy units used and be of sufficient detail that the QAA can undertake a sense check of the data.	Supplementary notes to support data entry and any calculations completed
Advisory Reports		
Evidence associated with building and services	Site schematic, site notes detailing key systems. Photographs as necessary.	
	Evidence required to justify the suppression or inclusion of additional recommendations	
Evidence of site visits	Signed and dated site notes. Photographs of building and services.	