Minimum Evidence Requirements – Non Domestic Energy Performance Certificates

All data should be collected as applicable to the building being assessed. An auditor must be able to replicate the EPC 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 (Existing Buildings)		
Data file	Software data collection forms, relating to information used by an EA to calculate and EPC, which allows Scheme QAA to assess the accuracy of the EPC against each stage of data entry associated with SBE	
Site Notes	The EA shall provide within the site notes (or design commentary notes) anything used in support of: • Confirming data input or decision making that cannot be substantiated by other sources of evidence • Reflective thought, hand calculations, or amendments to recommendations (identifying building age, construction, assessing primary heating system etc), which is not provided through other sources of evidence.	Site Notes will be of a templated style
Design Floor Plan, elevations, sections, building logbook etc which allows the EPC to be recalculated.	Where these documents are not available photographic evidence shall be required which can demonstrate missing elements – e.g photographs which demonstrate construction type	
Evidence of zoning.	Schedule of what is in every zone Evidence of zoning shall be by way of an annotated drawing of the building identifying the zones. In buildings with many zones, photographic evidence shall be provided to support zone classification.	
Supplementary calculations undertaken by the assessor	Examples of these might be: • Overshading calculations • Common values • CoP /SEER / EER • SFP • Extraction rates	
Ventilation rates	Evidence for the ventilation rate selected shall be provided – including in the instance that the default value is selected.	

Category	Required Evidence	Comments
Specific fan power	Follow conventions	
Recommendations report	If no recommendations have been eliminated the QAA shall check that recommendations do not relate to a technology which does not exist within the building or is not appropriate.	

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.*		
Aerial view of building	Google maps or similar that clearly identifies the building and site layout to confirm orientation, or a hyperlink to the satellite view of the building. Individual assessors are responsible for ensuring that they comply with any terms and conditions attached to the use of such material.	
Photographs of all external elevations: front, rear and side(s)	• Photographs demonstrating all construction types (e.g cavity or solid wall) with a demonstration of, where possible, the presence or not of insulation • Photographs of glazing types, including sufficient information, where necessary supported by site notes, of the g-value selected (g-value (EN ISO 410). • Photographs of shading types • Photographs of roof construction including any rooflights. • Photographs which demonstrate the full range of HVAC & lighting systems used in the building.	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 (Newly Constructed Buildings)		
Data file	Software data collection forms, relating to information used by an Energy Assessor to calculate the BER and asset rating, which allows Scheme QAA to assess the accuracy of the EPC against each stage of data entry associated with SBEM. The information shall allow the Scheme to deduce the software (and version) used to produce the EPC.	
Evidence of zoning	Evidence of zoning shall be assessed by examination of an annotated drawing of the building identifying the zones. If architectural drawings with references are submitted, these	

	references shall be annotated by titles on the zoning diagram or a copy of the architects references provided. If no documentation is available which provides a summary of what is in each zone, sample photos shall be provided for each type of zone and these shall be referenced against a schedule of what is in each zone	
AS BUILT CHECKS Evidence that the building has been built as per the design:	• Statement from the developer, or equivalent person who is working for the client who is in a position to provide a professional judgement, that the building has been constructed (services, fabric U-value and glazing g-value etc) in line with the design, and if not what the differences are between are between the finished building and the design. • Copy of the pressure test certificate or evidence of other confirmation of compliance with the Building Regulations as accepted in the particular case by Building Control. • Accredited Construction Details (ACD) certificate, if applicable	
Details of any supplementary calculations undertaken by the assessor	Examples of these might be: • Overshading calculations • Common values • CoP /SEER / EER • SFP • Extraction rates. • Emission factors for district heating Schemes (either calculated or provide documentation from the provider/ESCO)	
	Any other evidence required to justify the suppression or inclusion of additional recommendations	