

### Overview

This Unit covers those activities that are carried out in preparation for assessing the energy performance of a new dwelling e.g. taking instructions, clarifying client requirements, and obtaining drawings and specifications ± all in pursuit of ensuring compliance with Clauses 17c and 20d of the Building Regulations (or similar regulations within the UK outside England and Wales). Note that the assessment is carried out from drawings and specifications and does not require a site visit.

Element 2.1 requires that you respond to requests for SAP energy assessments from the builder or party responsible for the construction (henceforth called 'the client'), clarify their needs and expectations, and check that the dwelling is appropriate for energy assessment. You must clearly explain the terms and conditions, any limitations/constraints that apply to SAP energy assessments and confirm your fee and payment arrangements. You are expected to confirm that clients fully understand the procedures for assessment.

Element 2.2 covers obtaining all the information necessary to be able to conduct SAP energy assessments e.g. drawings, specifications. You must understand the different stages involved in SAP energy assessment i.e. the design assessment [ensuring compliance with relevant aspects of Building Regulations, and leading to the production of the 'as built' assessment [leading to the production of a DER/TER comparison and an Energy Performance Certificate (EPC)]. You must request, from clients all information relevant to both the proposed design of new dwellings and to the new dwelling 'as built'. Where the information received from the client at each stage is incomplete in some way, you are expected to take the appropriate action. You are also expected to get confirmation from the client of the design of the dwelling 'as built', together with an indication of any changes made to the design during construction.

Element 2.1 Agree and confirm instructions to undertake SAP energy assessments

Element 2.2 Obtain the information required to undertake SAP energy assessments

# ASTOCDEA2

## Prepare for SAP energy assessments

---

### Performance criteria

#### Agree and confirm instructions to undertake SAP energy assessments

*You must be able to:*

- P1 **respond** promptly to requests to undertake SAP energy assessments from prospective clients
- P2 clarify and confirm the requirements and expectations of the prospective client
- P3 explain to the client that an Energy Performance Certificate is a legally required document in certain circumstances, that its form and content is prescribed, and that it EPC must be accompanied by cost-effective recommendations
- P4 explain to the client that submissions demonstrating compliance with relevant aspects of Building Regulations are legally required documents in certain circumstances, and that their form and content is prescribed
- P5 explain to prospective clients the terms and conditions under which you will undertake a SAP energy assessment
- P6 explain to prospective clients the limitations and constraints of the planned SAP energy assessment
- P7 write to clients to confirm the instruction and the terms, conditions and arrangements that have been agreed
- P8 identify any **circumstances** that prevent you from undertaking a SAP energy assessment and explain the reasons to clients politely and clearly

#### Obtain the information required to undertake SAP energy assessments

*You must be able to:*

- P9 request, from clients, the full range of **information** required to undertake a design assessment on the proposed dwelling
- P10 request, from clients, additional information on the dwelling 'as built'
- P11 at each stage, review the information provided by the client and check that it is relevant, consistent and complete
- P12 at each stage, take the necessary **action** where the information provided by the client is inconsistent or incomplete
- P13 inform the client promptly in cases where your investigations reveal problems that prevent you from undertaking a SAP energy assessment
- P14 obtain confirmation from the client of the design of the dwelling 'as built', indicating any changes made to the design during construction

# ASTOCDEA2

## Prepare for SAP energy assessments

---

### Knowledge and understanding

*You need to know and understand:*

#### Agree and confirm instructions to undertake SAP energy assessments

- K1 the Building Regulations energy performance requirements that are relevant to new dwellings
- K2 the legislation giving rise to SAP energy assessments and Energy Performance Certificates
- K3 regulations under that legislation relating to the role of SAP Energy Assessors and the undertaking of SAP energy assessments
- K4 the types of dwelling and situations that do not by law require an Energy Performance Certificate
- K5 the types of dwelling for which SAP energy assessment is appropriate
- K6 the limits of applicability of the SAP, and potential overlap with the SBEM
- K7 the difference between the SAP and the RDSAP, and why RDSAP is an inappropriate methodology for the energy assessment of dwelling designs and dwellings on construction
- K8 how to clarify and confirm the requirements and expectations of prospective clients
- K9 when a potential conflict of interest will require disclosure to clients, or will require the need to decline the instructions altogether
- K10 the limitations and constraints that apply to the conduct of SAP energy assessments
- K11 the importance of confirming in writing the arrangements agreed between you and the client
- K12 fee structures and payment arrangements for SAP energy assessments
- K13 how to identify and explain any circumstances that prevent you from undertaking a SAP energy assessment

#### Obtain the information required to undertake SAP energy assessments

*You need to know and understand:*

- K14 the Building Regulations energy performance requirements that are relevant to new dwellings
- K15 the information on a new dwelling that is required to undertake comprehensive and accurate SAP energy assessments
- K16 the different stages involved in assessing the energy performance of new dwellings
- K17 the design assessment (ensuring compliance with relevant aspects of Building Regulations and the 'as built' assessment (leading to the production of an Energy Performance Certificate and comparison of Dwelling Emission Rates [DERs] and Target Emission Rates [TERs])
- K18 the range of information required to produce a design assessment
- K19 the range of additional information that is required on the dwelling 'as built'
- K20 the range of information required for submissions relating to compliance

# ASTOCDEA2

## Prepare for SAP energy assessments

---

- with Building Regulations relevant to the energy performance of new dwellings
- K21 the importance of reviewing, at each stage, the information provided by the client and ensuring that it is relevant, consistent and complete
- K22 the action to take, at each stage, in cases where the information provided by the client is inconsistent or incomplete
- K23 the importance of obtaining confirmation from the client of the design of the dwelling 'as built', together with information on any changes made to the design during construction
- K24 the importance of ensuring that you are using the most up-to-date version of the SAP software and associated reference materials at all times

# ASTOCDEA2

## Prepare for SAP energy assessments

---

### Additional Information

#### Scope/range

#### Agree and confirm instructions to undertake SAP energy assessments

- 1 **respond:**
  - 1.1 face to face
  - 1.2 in writing
  - 1.3 by telephone
  - 1.4 by email
  
- 2 **circumstances:**
  - 2.1 dwellings beyond your current level of competence
  - 2.2 dwellings for which the SAP is not appropriate
  - 2.3 your own diary pressures
  - 2.4 conflicts of interest

#### Obtain the information required to undertake SAP energy assessments

- 3 **information:**
  - 3.1 drawings
  - 3.2 specifications, including boiler SEDBUK Ratings
  - 3.3 from relevant third party sources (e.g. results of on-site pressure testing)
  
- 4 **action:**
  - 4.1 make further request of client
  - 4.2 obtain information from other reliable sources

# ASTOCDEA2

## Prepare for SAP energy assessments

---

**Developed by** Asset Skills

---

**Version number** 1

---

**Date approved** February 2009

---

**Indicative review date** February 2011

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Asset Skills

---

**Original URN** OCDEA2

---

**Relevant occupations** Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

---

**Suite** On Construction Domestic Energy Assessors

---

**Key words** Assessing, construction, specifications , energy assessments