

ASTOR2

Prepare for energy assessments to produce Operational Ratings Display Energy Certificates and Advisory Reports for non-dwellings



Overview

This standard covers activities that are carried out prior to the energy assessment of non-dwellings to produce Display Energy Certificates (DECs) and Advisory Reports. This includes taking instructions, clarifying requirements and making initial enquiries on matters relating to the property in question.

Note that the term 'assessment' is used throughout the standards when referring to the overall process of determining the Operational Rating or Asset Rating of a property, whereas 'inspection' is used only when referring to on-site inspection of the property and its features.

The references to clients throughout the standard refer both to internal clients, such as line managers, as well as external clients; for example individuals who have contracted your services or representatives of external client organisations.

This standard requires that you make the necessary preparations for an on-site inspection, including obtaining all available information that could affect the property and its assessment, developing a fee proposal and preparing a preliminary Health and Safety Risk Assessment. You must also be able to agree and confirm instructions to undertake energy assessments; you should respond to requests from clients, clarify their needs and expectations and check that the property is appropriate for a Display Energy Certificate energy assessment. You must clearly explain the terms and conditions, any limitations/constraints that apply to energy assessments and confirm your fee and payment arrangements. You are expected to provide the client with advice about the relevant regulations, to agree specific on-site requirements for your visit and to confirm the information needed from them to allow you to carry out the assessment.

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Performance criteria

Make the necessary preparations for an on-site inspection

You must be able to:

- P1 specify the tasks to be carried out prior to undertaking an energy assessment
- P2 identify all available sources of existing information necessary to determine the physical and environmental factors that could affect the conduct of the energy assessment
- P3 explain to **clients** the importance of obtaining existing information to determine the physical and environmental factors that could affect the conduct of the energy assessment
- P4 obtain from **clients** all available information that could affect the conduct of the energy assessment
- P5 evaluate all the available information in order to identify inconsistencies and any **significant factors** that may influence the conduct of the energy assessment
- P6 prepare a preliminary Health and Safety Risk Assessment
- P7 identify the key cost drivers for the energy assessment and develop a fee proposal based on those cost drivers
- P8 carry out a project Risk Assessment

Agree and confirm instructions to undertake energy assessments

You must be able to:

- P9 respond promptly to requests to undertake energy assessments from **clients**
- P10 determine and explain whether the building requires a Display Energy Certificate, Advisory Report, both or neither
- P11 clarify and confirm the requirements and expectations of **clients** and the scope of your instructions to ensure that all the information is available and defaults are not used except where justified
- P12 confirm with **clients** the information which is required prior to and during the site inspection to prepare an accurate Display Energy Certificate or Advisory Report or both
- P13 explain to **clients** sources of information for the preparation of a Display Energy Certificate or Advisory Report or both, including previous certificates or reports
- P14 agree in writing with **clients** the terms and conditions, fee structure and payment arrangements for the contract, including the need to take photographs and record other evidence for audit purposes
- P15 explain to **clients** the limitations and constraints of the planned energy assessment
- P16 confirm to **clients** the **specific on-site arrangements** and access requirements for conducting the site inspection, including **client** contact details and site and for the contract as a whole

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- P17 explain to **clients** the requirements of relevant Regulations and the overall purposes of the Display Energy Certificate and provide advice to clients on that legislation
- P18 identify any **circumstances** that prevent you from undertaking an energy assessment and explain the reasons to **clients** politely and clearly
- P19 select a software tool approved on behalf of Government for use in the relevant administrative area, ensuring that the most up-to-date version of the approved software and associated reference materials can be accessed
- P20 where appropriate, explain the role of the Display Energy Certificate in wider government policy including the Green Deal (or equivalent programme)

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Knowledge and understanding

You need to know and understand:

Make the necessary preparations for an on-site inspection

- K1 the Energy Performance of Buildings Regulations
- K2 the relationship between the Energy Performance of Buildings Regulations and the Energy Performance of Buildings Directive
- K3 the definition of a building for the purpose of these regulations
- K4 which buildings are and are NOT required to have Display Energy Certificates and Advice Reports under these regulations and how to deal with voluntary certification
- K5 the limited circumstances when a site visit inspection might not be required
- K6 the format, content, frequency and validity of Display Energy Certificates and Advice Reports
- K7 the data and other information required in order to produce a Display Energy Certificate and Advisory Report
- K8 the approved software tools for the preparation of Display Energy Certificates and Advice Reports and the principles of their operation
- K9 the requirements for accreditation and qualification of energy assessors
- K10 the national register of Display Energy Certificates and Advice Reports
- K11 the tasks to carry out prior to undertaking an energy assessment of a particular building
- K12 the different sources of existing information that it is important to obtain to determine the physical and environmental factors that could affect the conduct of the assessment, and how to obtain such information
- K13 prevailing geographical/environmental features that may affect the energy performance of the property
- K14 how to evaluate relevant information in order to identify and address any inconsistencies and **significant factors** that may influence the energy assessment
- K15 the special circumstances that may apply to some properties in relation to energy usage
- K16 how to prepare a preliminary Health and Safety Risk Assessment
- K17 how to identify key cost drivers for the assessment
- K18 how to develop a fee proposal based on those cost drivers
- K19 how to carry out a project risk assessment

Agree and confirm instructions to undertake energy assessments

You need to know and understand:

- K20 how to clarify and confirm the requirements and expectations of the **client(s)** and the scope of your instructions so that all the information is available and defaults are not used except where justified
- K21 the sources of information, including previous certificates or reports, needed for the preparation of Display Energy Certificates and Advisory

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Reports

- K22 how to explain these information sources to **clients** and confirm the information that they will provide prior to and during the site inspection
- K23 how to identify and explain to **clients** any **circumstances** that prevent you from undertaking an energy assessment
- K24 the limitations and constraints that apply to the conduct of energy assessments
- K25 the importance of explaining and confirming in writing the arrangements agreed between you and **client(s)**
- K26 the importance of explaining the terms and conditions and fee structures and payment arrangements for energy assessments
- K27 how to confirm on-site inspection arrangements, including contact details, with the **client(s)** or other occupier
- K28 the **circumstances** that may prevent you from undertaking an energy assessment and the importance of explaining the reasons to **clients** politely and clearly
- K29 the importance of confirming whether any **specific on-site arrangements** apply to the energy assessment
- K30 the legislation governing energy assessment and the overall purposes of the Display Energy Certificate
- K31 the role of the Display Energy Certificate in wider government policy including the Green Deal (or equivalent programme)

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Additional Information

Scope/range

- 1 **significant factors**
 - 1.1 gaps in information concerning the building and its energy use
 - 1.2 health and safety considerations
 - 1.3 accessibility

- 2 **clients**
 - 2.1 internal
 - 2.2 external

- 3 **circumstances**
 - 3.1 properties beyond your current level of competence
 - 3.2 your own diary pressures
 - 3.3 difficulties in gaining access
 - 3.4 conflicts of interest
 - 3.5 lack of key information

- 4 **specific on-site arrangements**
 - 4.1 access to the property
 - 4.2 those present at the property at the time of on-site inspection
 - 4.3 health and safety issues

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