

# ASTOR4

## Determine Operational Ratings and issue Display Energy Certificates for non-dwellings



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### Overview

This standard covers the activities required to determine Operational Ratings (ORs) for non-dwellings in order to produce the Display Energy Certificates (DECs) required for defined categories of public buildings. This standard is equally relevant to the provision of Display Energy Certificates on a voluntary basis, where the skills, knowledge and outputs will be identical.

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

The references to clients throughout the standards 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.

The skills and knowledge described are intended to embrace the skills required to calculate Operational Ratings, produce and issue Display Energy Certificates, lodge them on the National Register or equivalent in the Devolved Administrations and communicate this to clients. You are required to process data to calculate Operational Ratings for non-dwellings, prepare and issue Display Energy Certificates and communicate the Operational Rating and the contents of Display Energy Certificates, to clients.

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### Performance criteria

*You must be able to:*

#### Process data to calculate Operational Ratings for non-dwellings

- P1 identify the different categories of buildings, as described in the relevant guidance and Conventions and select the appropriate building benchmark(s) to use in the calculation of the Operational Rating
- P2 select the appropriate floor area measurement standard associated with the chosen benchmark category
- P3 import and export data files using approved software so that previous years' data files can be downloaded from the National Register
- P4 choose an energy measurement period that is within prescribed tolerances and alignment
- P5 determine, from invoices and records, energy consumption figures, in appropriate units
- P6 apply occupancy corrections to benchmark data
- P7 carry out a simple estimate of building air conditioning system output
- P8 use approved systems to update the Central Information Point (CIP) file in approved software
- P9 use approved software to calculate Operational Ratings
- P10 take appropriate action where 12 month energy data is not available, or where the requirements for measurement period tolerance and alignment cannot be met, in accordance with the methodology and/or conventions

#### Prepare Display Energy Certificates

*You must be able to:*

- P11 obtain the previous year's Asset Rating and operational energy performance data from the National Register
- P12 use approved software to generate the Display Energy Certificate and the Technical Table
- P13 investigate and explain any significant changes between current data and previous Operational Ratings
- P14 prepare Display Energy Certificates in line with approved methodology and Conventions
- P15 produce, maintain and retain internal records which are clear, complete and conform to accepted professional and statutory requirements. These will include investigations carried out, values recorded and options considered, to the level of detail required to:
  - P15.1 produce a complete and comprehensive Display Energy Certificate
  - P15.2 justify your decisions on values recorded

*You must be able to:*

#### Issue Display Energy Certificates

- P16 use approved software to generate the data file for lodgement

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P17 lodge Display Energy Certificates onto the National Register

P18 retrieve Display Energy Certificates from the National Register and present them to **clients**

#### **Communicate the Operating Rating and contents of the Display Energy Certificate to clients**

*You must be able to:*

P19 advise **clients** on fulfilling their responsibilities under the Energy Performance of Buildings Directive (EPBD) regulations for exhibiting and updating Display Energy Certificates and the enforcement procedures for non-conformity

P20 explain to **clients** the Operational Rating calculation and the importance of the various factors used in the calculation

P21 explain and answer questions on, the information presented in the Display Energy Certificate

P22 explain and answer questions on, the information presented in the Technical Table

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### Knowledge and understanding

*You need to know and understand:*

### Process data to calculate Operational Ratings for non-dwellings

- K1 the different categories of buildings as described in the relevant guidance
- K2 how to select the appropriate building benchmark
- K3 the different floor area measurement standards associated with the different benchmark categories
- K4 how to import and export data files between approved software and the National Register
- K5 the prescribed tolerances and alignment for energy measurement periods
- K6 the units for energy consumption that are used in Operational Rating calculations
- K7 the prescribed weather corrections made within the calculation by approved software and the effect of these corrections on the Operational Rating
- K8 the allowable occupancy corrections and how to use approved software to make these corrections
- K9 how CO<sub>2</sub> emissions are derived from energy consumption data
- K10 how to carry out a simple estimate of building air conditioning system output
- K11 the function of the Central Information Point (CIP) file, why it must be regularly updated and how this is done
- K12 the action to take where 12 months energy data is not available or does not meet the requirements for measurement periods tolerance and alignment
- K13 relevant technical requirements, approved guidance and Conventions
- K14 the approved software used to produce Display Energy Certificates

### Prepare Display Energy Certificates

*You need to know and understand:*

- K15 the prescribed format and contents of a Display Energy Certificate
- K16 how to obtain Asset Ratings and previous years' operational energy performance data from the National Register
- K17 how to use approved software to generate the Display Energy Certificate
- K18 how to use approved software to generate the Technical Table
- K19 how to investigate significant changes between current data and previous Operational Ratings
- K20 the importance of checking the Display Energy Certificate to ensure it is complete and satisfies Energy Performance of Buildings Directive Regulations

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*You need to know and understand:*

### Issue Display Energy Certificates

- K21 how to use approved software to generate the data file for lodgement
- K22 the procedures for accrediting Energy Assessors in order that they may produce valid Display Energy Certificates
- K23 how an Energy Assessor's accreditation status is confirmed when producing a valid data file for lodgement
- K24 how Display Energy Certificates are lodged on the National Register
- K25 how Display Energy Certificates are retrieved from the National Register

### Communicate the Operational Rating and contents of the Display Energy Certificate to clients

*You need to know and understand:*

- K26 the responsibility of **clients** under the Energy Performance of Buildings Directive Regulations for handling, exhibiting and updating Display Energy Certificates
- K27 the provisions of the Energy Performance of Buildings Directive Regulations which specify the buildings requiring Display Energy Certificates
- K28 the additional voluntary options for publicising the Operational Rating of a building
- K29 the detail of the initial transitional requirements for the implementation of the Energy Performance of Buildings Directive Regulations in regard to Operational Ratings and Display Energy Certificates, which no longer apply
- K30 The current requirements for the implementation of the Energy Performance of Buildings Directive Regulations in regard to Operational Ratings and Display Energy Certificates
- K31 The restrictions on access to the Central Register
- K32 The enforcement procedures for non-conformity with Energy Performance of Buildings Directive Regulations in regard to Display Energy Certificates
- K33 The quality assurance process for the approval of Display Energy Certificates
- K34 How the Operational Rating is calculated and the importance of the various factors that contribute to it and how to explain this to **clients**
- K35 The meaning of the information presented in the Display Energy Certificate and how to explain this to **clients** and answer their questions on it
- K36 The meaning of the information presented in the Technical Table, and how to explain this to **clients** and answer their questions on it

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## Additional Information

### Scope/range

- 1 client(s)
  - 1.1 internal
  - 1.2 external

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**Developed by** Asset Skills

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**Version number** 2

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**Validity** Current

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**Status** Original

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**Originating organisation** Asset Skills

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**Original URN** OR3

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**Relevant occupations** Professional Occupations; Construction, Planning and the Built Env; Building and Construction; Architects, Town Planners and Surveyors

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**Suite** NOS for the production of ORs, DEC's and ARs

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**Key words** energy performance of buildings directive; EPBD; energy performance certificate; EPC; display energy certificate; DEC; operational rating, OR, advisory report; AR