ASTNDEA2
Prepare for energy assessments of non-dwellings to fulfil regulatory requirements for Asset Ratings

Overview

This standard covers activities that are carried out prior to the energy assessment of non-dwellings to produce Energy Performance Certificates and Recommendations Reports and the report required to demonstrate compliance with relevant Regulations of the Building Regulations. 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 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 Unit 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 agree and confirm instructions to undertake energy assessments. You should respond to requests for energy assessments from the party selling or letting the property or their representatives, clarify their needs and expectations and check that the property is appropriate for 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 confirm that the party selling or letting the property or their representatives (henceforth called ‘the client’) fully understand the procedures for assessment, and to acknowledge any special circumstances that apply to your site visit e.g. access to the property (or parts of the property) or who will be present at the time of the inspection.

You should also investigate relevant matters relating to the property and energy usage which are important to ensure that you provide a complete and accurate Energy Performance Certificate within the terms of your engagement. You should identify and research information that can reasonably be obtained, for example, that on the property type and construction, tenure, services to the property, modifications/extensions and any constraints that may affect the potential for improving the energy performance of the property. You must also identify any significant factors that may influence the conduct of the assessment e.g. health and safety issues, or additional information that should be gathered during the on-site inspection. In some cases, your investigations may reveal problems that prevent you from undertaking an assessment of the energy performance the property; you are expected to inform the clients and

explain the reasons to them.

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Performance criteria

You must be able to:

Agree and confirm instructions to undertake energy assessments

P1 respond promptly to requests to undertake energy assessments from **clients**

P2 determine the nature and characteristics of the property to ensure that it requires an Operational Rating or Asset Rating as appropriate and the level of building complexity

P3 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

P4 explain to the client the relevant Regulations that apply to energy assessment and the overall purposes of the Energy Performance Certificate

P5 explain to the client why the Energy Performance Certificate has to conform to prescribed protocols and must be accompanied by cost-effective recommendations

P6 agree in writing with **clients** the terms and conditions and fee structure under which you will undertake an energy assessment including the need to take photographs and record other evidence for audit purposes

P7 explain to **clients** the limitations and constraints of the planned energy assessment

P8 confirm to **clients** the terms, conditions and arrangements that have been agreed

P9 provide any necessary guidance to clients with regard to the legislation governing energy assessment

P10 confirm in writing with the **clients** or other occupiers any **specific arrangements** that apply to the energy assessment

P11 identify any **circumstances** that prevent you from undertaking an energy assessment and explain the reasons to **clients** politely and clearly

P12 select a software tool, appropriate to the building being assessed and approved under the Regulations for energy assessment

P13 where appropriate, explain the role of the Energy Performance Certificate in wider government policy including the Green Deal (or equivalent programme)

Investigate relevant matters relating to the property and energy usage

You must be able to:

P14 investigate and record any preparatory information necessary to ensure complete and comprehensive energy assessment and certification

P15 evaluate preparatory information in order to identify inconsistencies and any **significant factors** that may influence the conduct of the energy assessment

P16 explain to **clients** the scope of information that will assist the energy

assessment and request any relevant additional information from them

P17 inform **clients** promptly in cases where your investigations reveal problems that prevent you from assessing the energy performance of the property

P18 ensure that the most up-to-date version of the approved software and associated reference materials can be accessed

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Knowledge and understanding

Agree and confirm instructions to undertake energy assessments

You need to know and understand:

K1 the Building Regulations, Energy Performance of Buildings Directive (EPBD) Regulations and other Regulations' energy performance requirements that are relevant to buildings other than dwellings, for England and Wales and for the devolved Administrations

K2 the types of property and situations that do not by law require energy certification and how to deal with voluntary certification

K3 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

K4 how to identify and explain to **clients** any **circumstances** that prevent you from undertaking an energy assessment

K5 the limitations and constraints that apply to the conduct of energy assessments

K6 the importance of explaining and confirming in writing the arrangements agreed between you and **client(s)**

K7 the importance of explaining the terms and conditions and fee structures and payment arrangements for energy assessments

K8 the legislation governing energy assessment and the overall purposes of the Energy Performance Certificate

K9 the limitations and constraints of the planned energy assessment

K10 how to confirm on-site inspection arrangements with the **client(s)** or other occupier

K11 the **circumstances** that may prevent you from undertaking an energy assessment and the importance of explaining the reasons to **clients** politely and clearly

K12 the importance of confirming whether any **specific arrangements** apply to the energy assessment

K13 the requirements of Regulations covering energy assessment on the frequency of energy assessments and the validity of certificates and reports

K14 which software tools have been approved for particular applications and the principles of their operation

K15 the role of the Energy Performance Certificate in wider government policy including where relevant the Green Deal (or equivalent programme)

Investigate relevant matters relating to the property and energy usage

You need to know and understand:

K16 the Building Regulations, EPBD Regulations and other Regulations' energy performance requirements that are relevant to buildings other than dwellings

K17 the different types of preparatory information that it is important to obtain to ensure a complete and accurate assessment and certificate

K18 the different sources of preparatory information (including existing calculations and energy audit reports) relating to the energy performance of the property and how to obtain such information

K19 the different stages involved in assessing the energy performance of new buildings i.e. the design assessment (ensuring compliance with relevant aspects of Building Regulations) and leading to the production of the 'as built' assessment, for the purposes of production of an Energy Performance Certificate

K20 prevailing geographical/environmental features that may affect the energy performance of the property

K21 how to evaluate relevant information in order to identify and address any **significant factors** that may influence the energy assessment

K22 how to identify **circumstances** that prevent you from assessing the energy performance of the property and the importance of explaining to clients why you may not be able to fulfil the agreed contract

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Additional Information

Scope/range

1 **specific arrangements**
- 1.1 access to the property
- 1.2 those present at the property at the time of on-site inspection
- 1.3 health and safety issues

2 **circumstances**
- 2.1 properties beyond your current level of competence
- 2.2 your own diary pressures
- 2.3 difficulties in gaining access
- 2.4 conflicts of interest
- 2.5 lack of key information

3 **clients**
- 3.1 internal
- 3.2 external

4 **significant factors**
- 4.1 gaps in information concerning the building and its energy use
- 4.2 health and safety considerations
- 4.3 accessibility
- 4.4 level of building complexity

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