

# **Use of Data Gatherers for Air Conditioning Inspections**

**May 2011**

## **The use of data gatherers for Air Conditioning Inspections**

For the purposes of effective quality control and assurance our standing point is that the Department does not sanction any practices that are contrary to the quality of the Air Conditioning Report and aims to stop such practices.

### **Air Conditioning Inspections**

In the case of Air Conditioning inspections the guidance has identified the situation where assistants work under the supervision of AC Inspectors enabling the AC Inspector to produce AC Reports for larger and more complex buildings and portfolios of buildings. However, the AC Inspector needs to be in the position to verify the date and supervise how and by whom it is collected. However, having considered the situation, we consider that the advice on use of data gatherers for Air Conditioning inspections should be clarified.

#### **Simple AC Systems**

There is no justification for using data gatherers on Simple AC Systems because the scale and complexity of Simple Systems is not sufficient to justify their use on them. This note therefore confirms that the use of data gatherers on Simple Systems is not permitted.

#### **Complex AC Systems**

However for Complex AC Systems we propose the following clarification:

- a. Visiting the property – the AC Inspector must inspect all properties for which they issue an AC Report before the AC Report is submitted. This also enables the AC Inspector to provide the building owner with the outcome.
- b. Recording of assistants and data sources used – the AC Inspector must record all the assistant used and the provenance of all data that has been used to produce the AC Report.
- c. Evidence of supervision – the AC Inspector must provide evidence of supervision of the process. One way of demonstrating this would be via the use of ISO9001 procedures.
- d. The suitability of any assistants used:
  - The AC Inspector responsible for ensuring that any assistants used are ‘fit and proper’ and suitably qualified, for example, by being Simple AC System Inspector or through membership of a recognised professional body. The AC Inspector should be able to provide evidence to support an assistants’ suitability to do the work.
  - The AC Inspector must be able to demonstrate that the contractual arrangement of any assistants allow sufficient supervision and quality control by the Accreditation Energy Assessor. Employment of assistants by the same company as the AC Inspector would be one way of demonstrating this.
- e. Remote lodgement business models – which in this note refer to the practice of an accredited AC Inspector lodging a Report which has been produced from data that has not been collected or verified in the manner described above by the AC Inspector – are not

acceptable. The fact is, in such circumstances, that the accredited AC Inspector is unable to fully supervise the assistant and verify the data and how it is collected.