Lifespan RdSAP User Manual v9.94

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WHAT IS LIFESPAN SAP?

The National Calculation Model (NCM) is the agreed calculation methodology and procedure used to implement Building Regulations Compliance along with Energy Performance Certificates in Domestic Buildings. The Standard Assessment Procedure (SAP) is the calculation specification, funded by the DCLG and developed by the BRE, used to implement the NCM. A 'Reduced' dataset has been developed to enable existing buildings to be assessed without intrusive surveying techniques. This 'Reduced' dataset has been named 'RdSAP, though in reality the dataset required is comparable to the 'full' SAP dataset. This calculation specification does not have a software implementation developed as part of the commission and commercial entities are permitted to develop their own calculations (though very restricted to the detailed specification) and graphical user interfaces. These are then approved by BRE on behalf of DCLG.

Lifespan RdSAP is the combined graphical user interface (GUI) and calculation engine developed by Lifespan to implement RdSAP. It provides an intuitive and step by step approach to the energy assessment process which aims to make the whole process more accessible, straight forward and less error prone whilst being easily affordable.

As Lifespan RdSAP implements a very stringent specification which is constrained by policy and legislation, this manual should be read in conjunction with the SAP Manual 2012 (specifically appendix S) along with the NCM modeling to fully understand the procedures and impact of each field. For the purpose of EPC generation the user should be full conversant with the relevant Domestic EPC conventions in force at the time of lodgment. Further details will be available from your accreditation scheme.

This manual will only cover the Lifespan RdSAP software interface and not the RdSAP calculation and methodologies, though reference to these maybe made throughout.

GETTING STARTED WITH LIFESPAN RDSAP

PRE-REQUISITES

Lifespan RdSAP is aimed at the Domestic Energy Performance Certificate assessor. It is therefore recommended that you have undertaken a training course to become an Energy Assessor prior to using Lifespan RdSAP in order to fully understand the calculation methodology and its requirements. There are many training courses available from commercial entities, many of whom will use Lifespan RdSAP within their training. We would suggest that if you have undertaken RdSAP software training using another software interface you will be more than ready to use Lifespan RdSAP. If you have not undertaken a training course you will still be able to use Lifespan RdSAP, however you may experience some difficulties and will not be able to lodge Energy Performance Certificates.

INSTALLATION

Lifespan RdSAP is entirely web based therefore there are no installation or project files to install or maintain. All files are kept within your account and can be downloaded any time you require. The software is compatible with any computer that is able to run a modern internet browser connected to the internet. The software will perform well on even the most basic PC, however if you currently experience internet performance issues these are likely to be reflected in the performance of the software.

REGISTRATION

In order to use the software you will need to register your details with us. In order to register, please visit http://www.lifespansap.com/members/DEA_Register.aspx or visit the relevant area of the parent website at www.lifespan-software.com.

The registration process will only take a minute and will give you the opportunity to provide your energy assessor details where available. These will be verified by us at a later point; however, it may be best to contact your scheme as we understand that some will issue you with a revised number for use with different software.

Once you have completed registration please visit http://www.lifespansap.com/members/login.aspx and use the username and password detailed during registration to log into the software. Once you have logged into the software you will be asked to add details of your Professional Indemnity Insurance cover. This is primarily for use when lodging Energy Performance Certificates therefore please ensure it is correct and matches the details held by your scheme if applicable. If you proceed to attempt lodgement in the future without correct details specified it is likely to cause issues and may lead to legal/ scheme conduct issues. If you are intending to use the software for training please specify dummy details, though please ensure these are revised if you expect to lodge in the future.

At this stage you will be able to access the RdSAP interface using the 'View energy surveys' link on your Control Panel, however some functionality will be restricted.

Before you will be able to successfully lodge Energy Performance Certificates and be granted full functionality, you will need to forward some details of your qualifications to our team.

THE CONTROL PANEL

The control panel is the area of the software where you are able to manage the administrative aspects of your account. It has 3 main sections, 'My Surveys', 'Your recent lodgements', 'My Account' and 'Links'.

MY SURVEYS

This contains links to access the interface software and related functionality.

'View energy surveys' opens up the interface software of the relevant version

'Export property list' exports a list of properties you have lodged through Lifespan RdSAP.

MY ACCOUNT

'Edit profile' allows you to edit your name, company details and email address. Please ensure these are kept up to date as they will be attributed to the surveys you produce and used by us to contact you.

'Account statement' details the financial transactions undertaken at lodgement etc.

'Insurance Policy' allows you to review and update the insurance details attributed to your account and surveys

'Add funds' allows you to credit your account prior to any transactions.

'Create Company Account' allows you to set up a company account to fund multiple assessor accounts

'Link to company account' allows you to link your account to an already existing company account.

LINKS

This area provides general support details and any other information that may change over time.

THE LIFESPAN SAP INTERFACE

Clicking on the 'View energy surveys' button of the 'My Surveys' area in your Control Panel will open the Lifespan SAP interface.

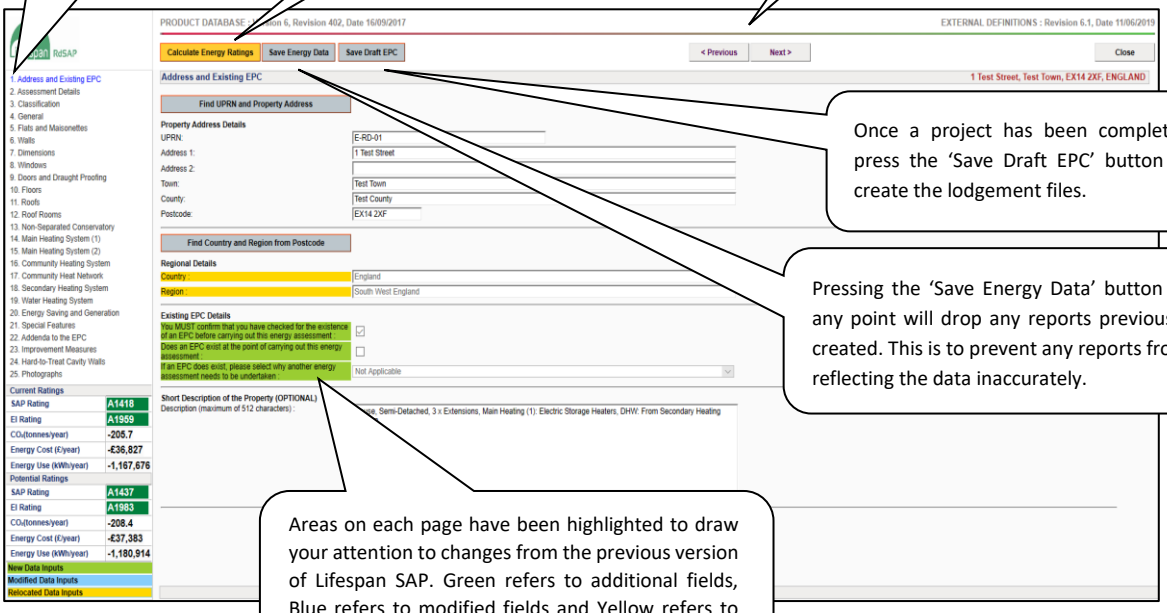
LIFESPAN RDSAP INTERFACE – GENERAL OVERVIEW

This page details some general principals in using the software that can be used throughout the data input process.

The pane on the left- hand side summarises the sections within Lifespan RdSAP that must be completed for each project. You may navigate by clicking on each section directly in the pane or by using the 'Next'/ 'Previous' buttons at the bottom of the page. Ideally you should work from beginning to end as fields that appear later in the assessment are dependent on earlier selections. The section you are currently in will be highlighted a different colour.

The 'Calculate Energy Ratings' button can be pressed at any time once the project is complete. This will overwrite any reports previously created and also reset the Recommendations Report to its default state (i.e. no user input). Data validation is run at this point to resolve any calculation issues

The 'Next'/ 'Previous' buttons should be used as the preferred method of navigating the software. These will validate data on the screen for errors/ omissions.



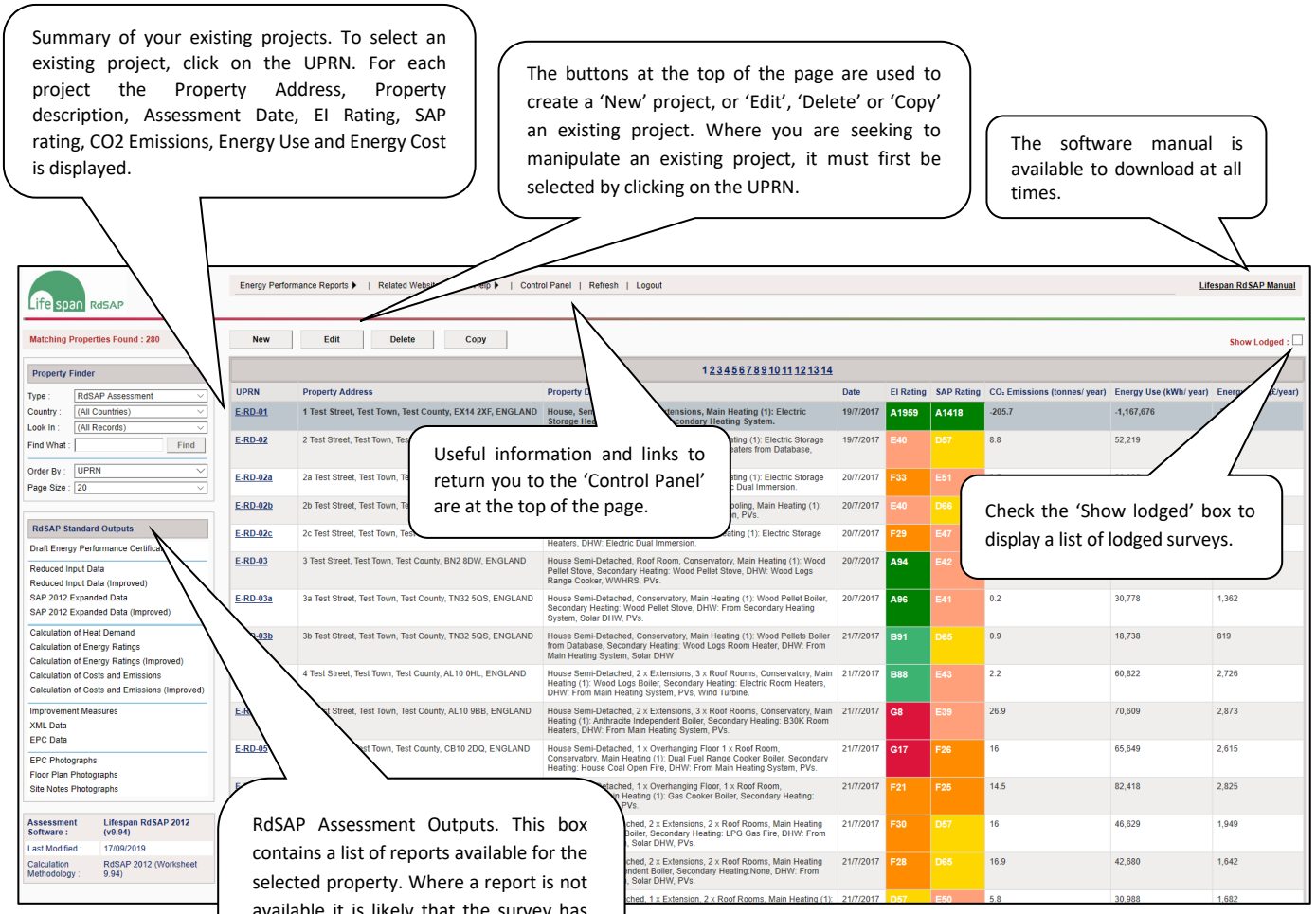
Once a project has been completed press the 'Save Draft EPC' button to create the lodgement files.

Pressing the 'Save Energy Data' button at any point will drop any reports previously created. This is to prevent any reports from reflecting the data inaccurately.

Areas on each page have been highlighted to draw your attention to changes from the previous version of Lifespan SAP. Green refers to additional fields, Blue refers to modified fields and Yellow refers to fields that have been relocated.

THE SURVEY SUMMARY SCREEN

The initial screen displays a summary of any surveys you have already undertaken along with providing access to relevant reports associated with them. It is also the area that grants access to other tools including integrated lodgement and report tools specific to Lifespan along with providing access to your projects and new projects.

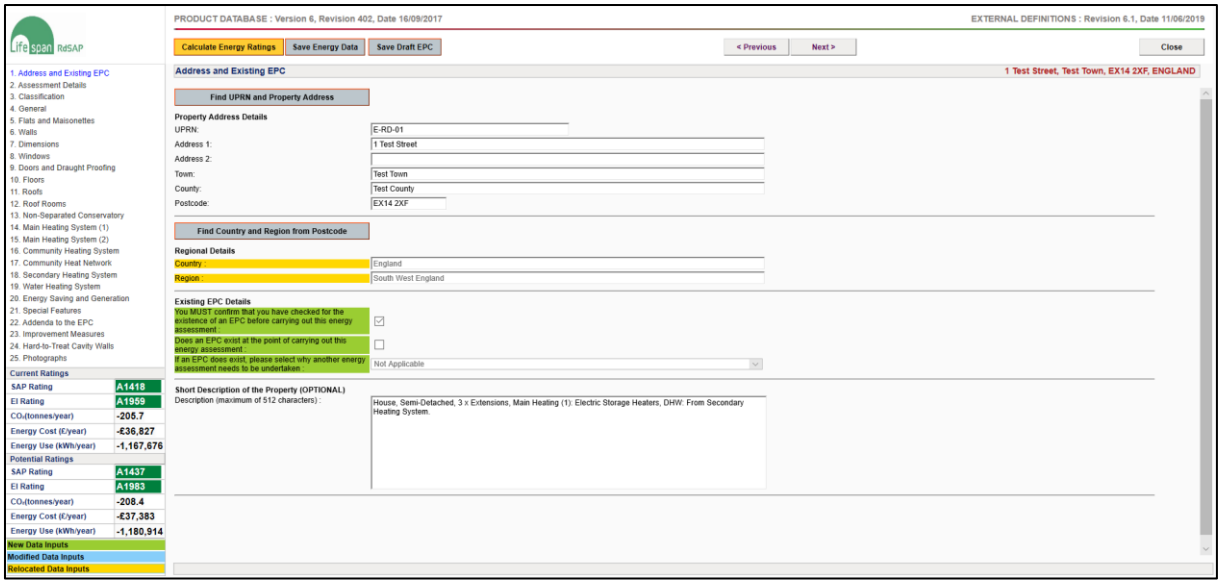


SECTION 1 – ADDRESS AND EXISTING EPC

On this page you are required to specify the address of the property by retrieving it from the Central Government Register (operated and maintained by Landmark). This will also retrieve the Unique Property Reference Number (UPRN). Where addresses do not appear on the register (or are not in acceptable format), they will need to be requested using the facilities provided.

There is also an opportunity to record a short description of the property. This will appear on the address summary screen and assist with identification of the survey using the properties attributes.

Any information in relation to existing EPCs should be recorded on this screen. If an EPC already exists at the property, a reason should be given as to why another is required.



New/ amended/ relocated fields:

- Regional Details have been relocated from section 3. Classification.
- A new section has been added to include Existing EPC Details.

Relevant conventions: 1.03

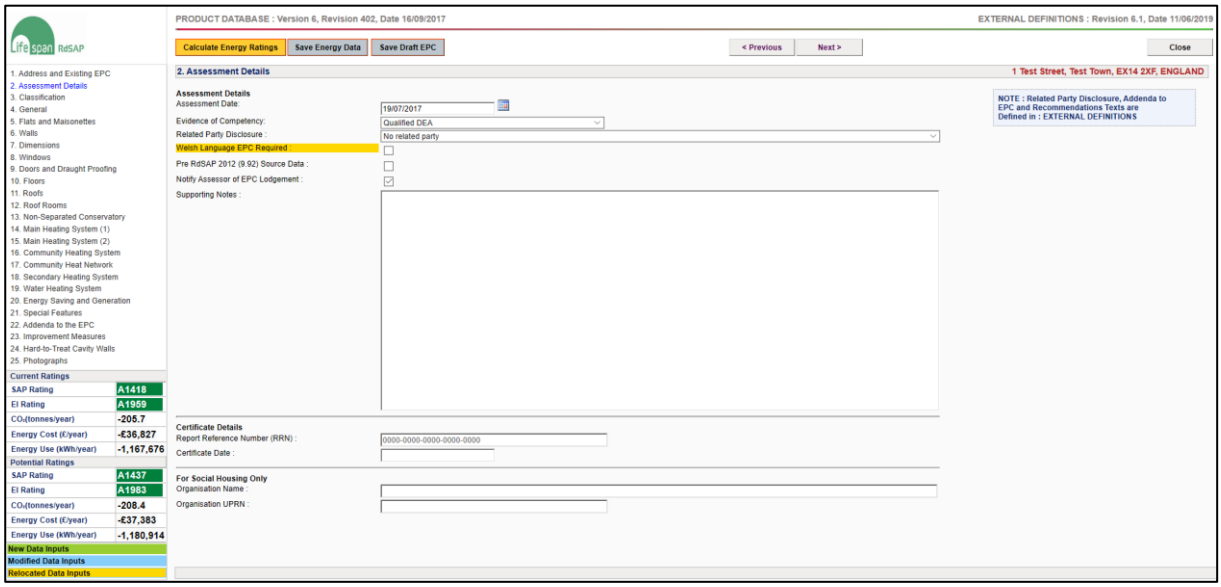
Common pitfalls: Ensure you/ your client is satisfied with address as once as it cannot be edited once lodged.

SECTION 2 – ASSESSMENT DETAILS

On this page you are required to detail administrative aspects of the survey including the assessment date and related party disclosure. Ensure that these are specified correctly as they will form part of the QA process.

The 'Site notes' field is available for you to detail any issues you may need to make a record of for QA purposes.

The fields' marked 'For Social Housing use only' are to enter a reference to identify the property in a property database.



New/ amended/ relocated fields:

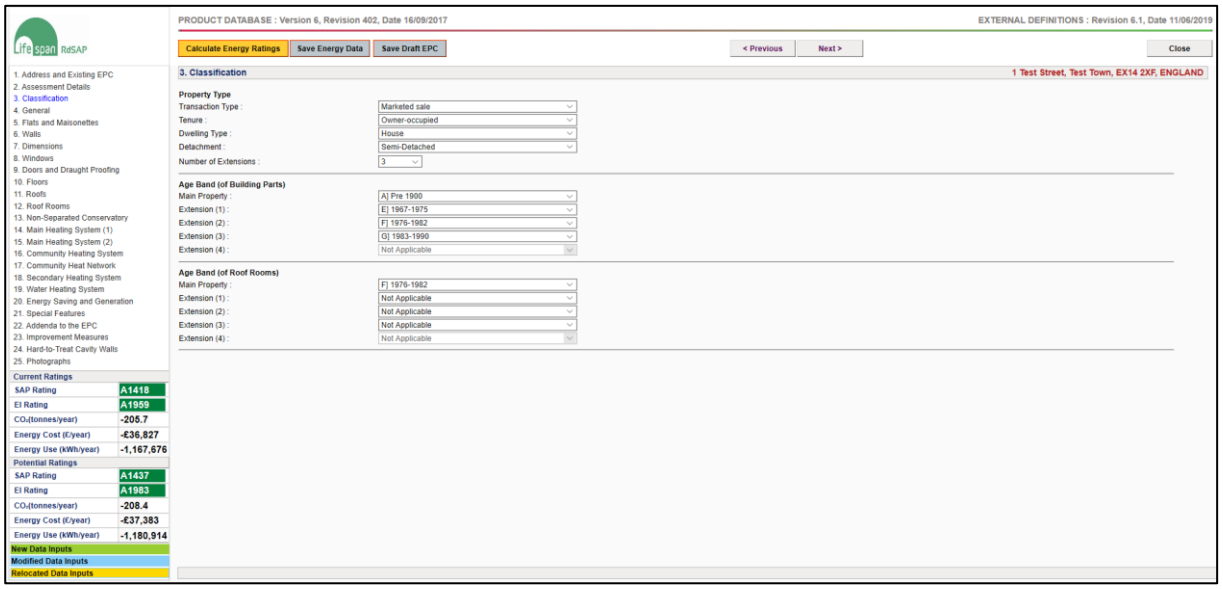
- Welsh Language EPC Required has been relocated from section 3. Classification.

Relevant conventions: N/A

Common pitfalls: Failure to amend the 'Assessment date' to the date on which the survey was undertaken.

SECTION 3 – CLASSIFICATION

In this section you begin to specify overarching features of the property. Ensure that these are specified correctly as they will shape the rest of the information you are asked to enter later in the process. Amendments to this information later in the data input process will result in having to review the data entered after this point.



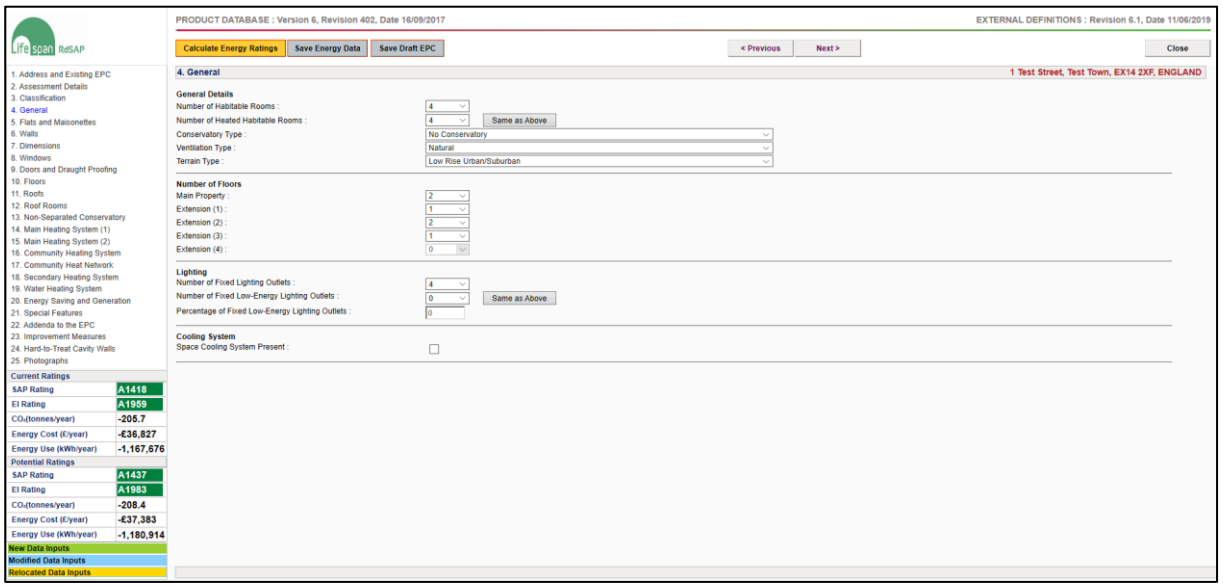
New/ amended/ relocated fields: N/A

Relevant conventions: 1.02, 2.08, 2.12, 3.05, 9.11, 9.12

Common pitfalls: Incorrectly identifying a converted/ renovated property using date of conversion/ renovation where no Documentary evidence has been recorded (convention 3.05).

SECTION 4 – GENERAL

On this screen you are required to provide further details of property. Some will dictate how the remainder of the data input is presented, some will start to make a direct contribution to the final SAP Rating. Though the information on this page appears to be straight forward it will have a large effect on the calculated rating and the nature of the remaining data input and there is large scope for misidentification for those unfamiliar with the RdSAP conventions.



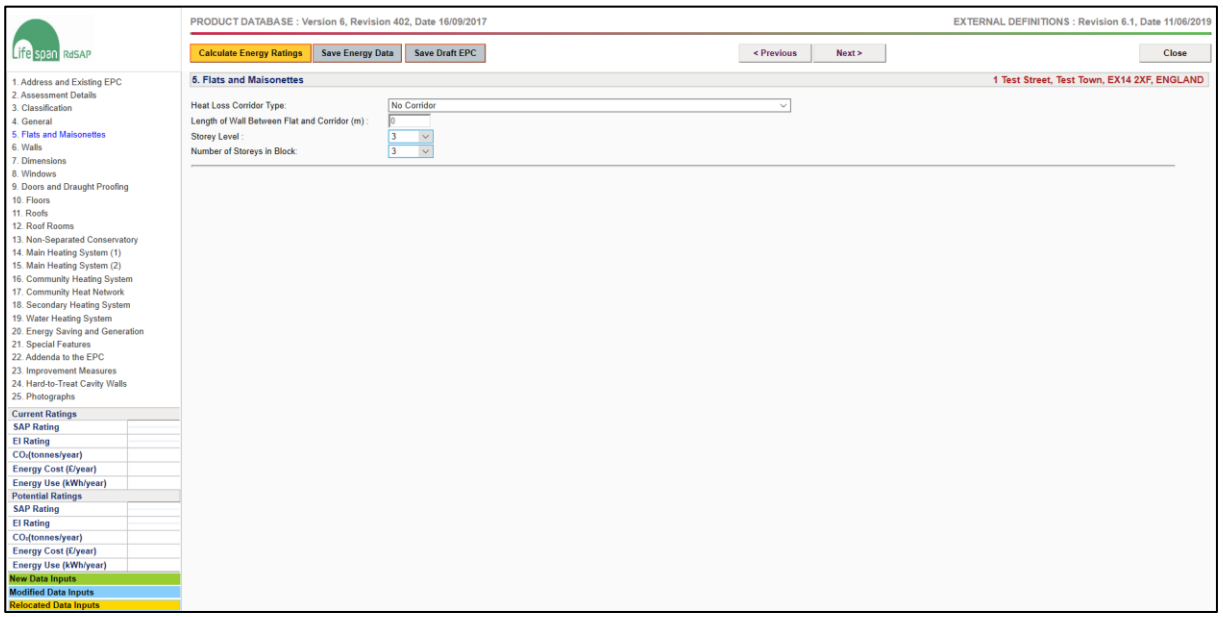
New/ amended/ relocated fields: N/A

Relevant conventions: 2.04, 2.05, 2.06, 2.10, 2.11, 2.17, 5.02, 7.01, 9.04

Common pitfalls: Misidentification of the number of habitable/ heated habitable rooms. Misidentification and proper recording of whether a conservatory is separated or not. Misidentification of Mechanical ventilation.

SECTION 5 – FLATS AND MAISONETTES

This screen will be available if the 'Dwelling Type' selected on the 'Classification' page of the assessment has been detailed as either 'Flat' or 'Maisonette'. You must detail what the 'Heat loss corridor' type is (where present) and the 'storey level' and 'number of storeys in block' of the property being entered.



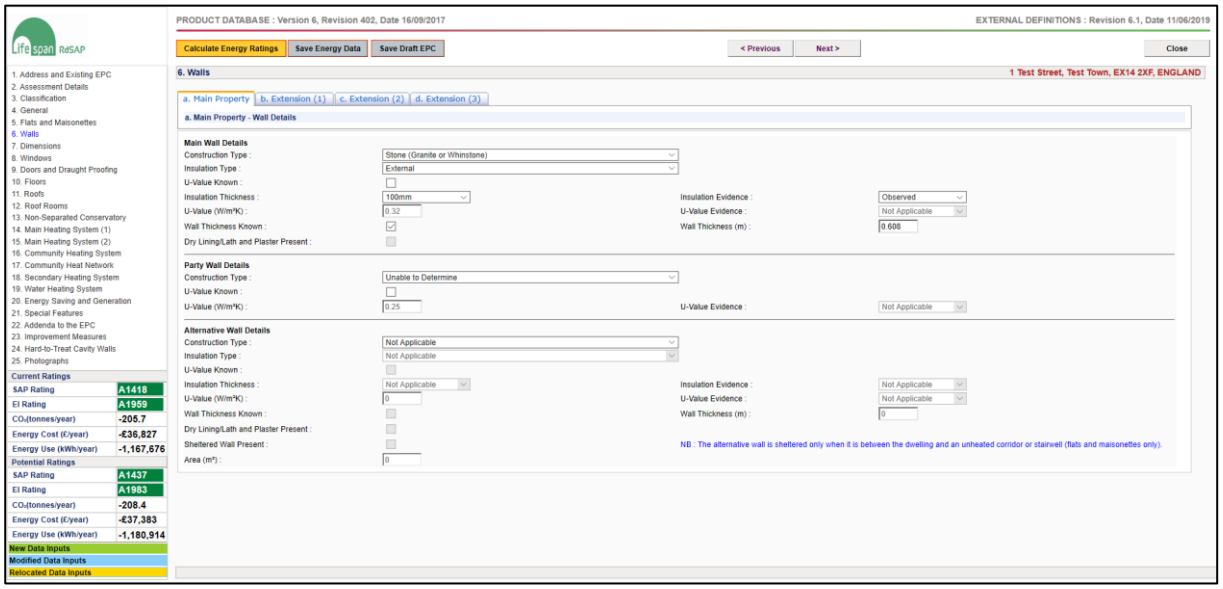
New/ amended/ relocated fields: N/A

Relevant conventions: 1.02, 2.03

Common pitfalls: Misidentification of heat loss corridor type. Misidentification of the storey level/ number of storeys in the block.

SECTION 6 – WALLS

The wall type for each building part will need to be defined in this section. Ensure that the data entered in this section is accurate as the information will appear on the EPC and have an influence over the recommendations that are presented.



New/ amended/ relocated fields: N/A

Relevant conventions: 2.13, 3.01, 3.02, 3.03, 3.06, 3.07, 3.08, 3.14

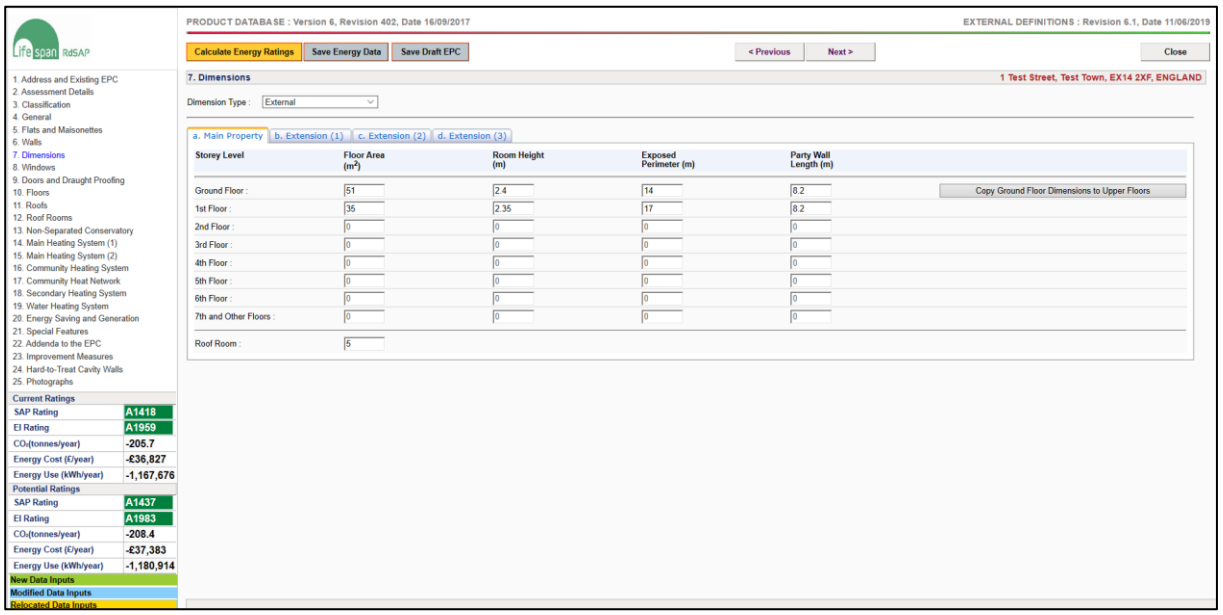
Common pitfalls: Detailing internal/ party walls as heat loss walls. Failure to identify heat loss corridors as alternative walls where applicable. Failure to properly identify and record details of wall insulation.

SECTION 7 – DIMENSIONS

In the 'Dimensions' screen you are required to detail the 'Floor area', 'Room height', 'Exposed Perimeter' and the 'Party Wall Length' for each building part. Each of these details will contribute to the information that appears on the EPC. Whether the dimensions used have been taken Externally or Internally will need to be detailed and must be consistent across all building parts.

Only the floor area of roof rooms is required in this section, however further dimension information for roof rooms may be specified in the dedicated section 12.

'Ground floor'/ '1st floor' should be read as 'lowest occupied floor' etc where detailing flats or properties with basements etc.



New/ amended/ relocated fields: N/A

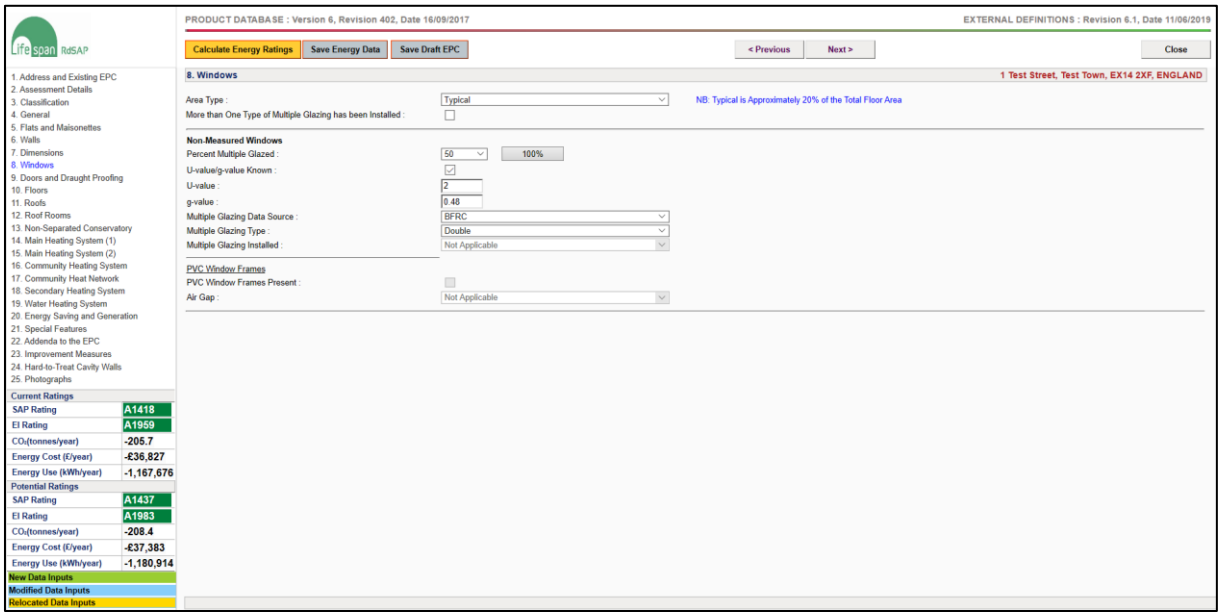
Relevant conventions: 2.01, 2.02, 2.03, 2.06, 2.08, 2.09, 2.10, 2.11, 2.18, 2.19, 2.20, 2.21, 2.23

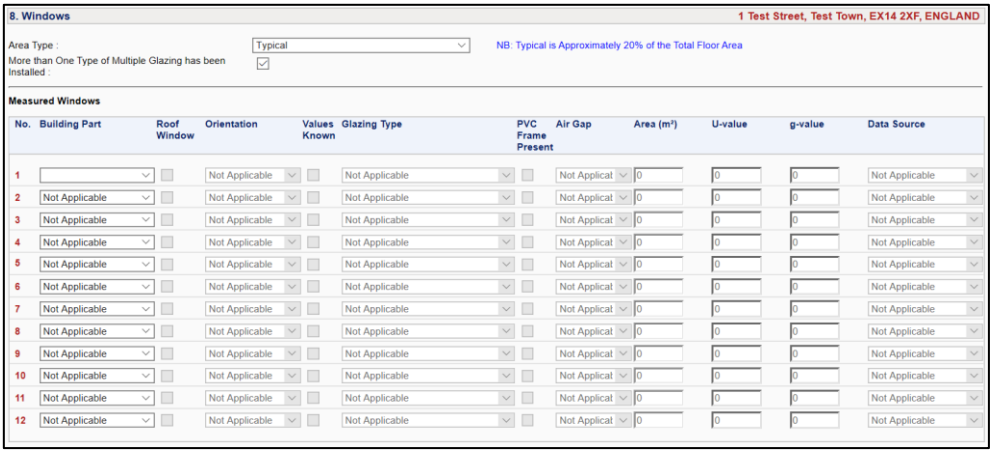
Common pitfalls: Failure to include the heat loss corridor length (where present) in the relevant exposed perimeter.

SECTION 8 – WINDOWS

In this section you are required to detail information about the windows of the surveyed property, including the area of windows, the type of glazing installed and the type of frame construction.

If there are multiple glazing types, (or the area of the glazing in the property surveyed is Much Greater/ Less than typical) each combination of building part, orientation, glazing type, frame type, measured area and (where available) the U/ g value should be recorded.





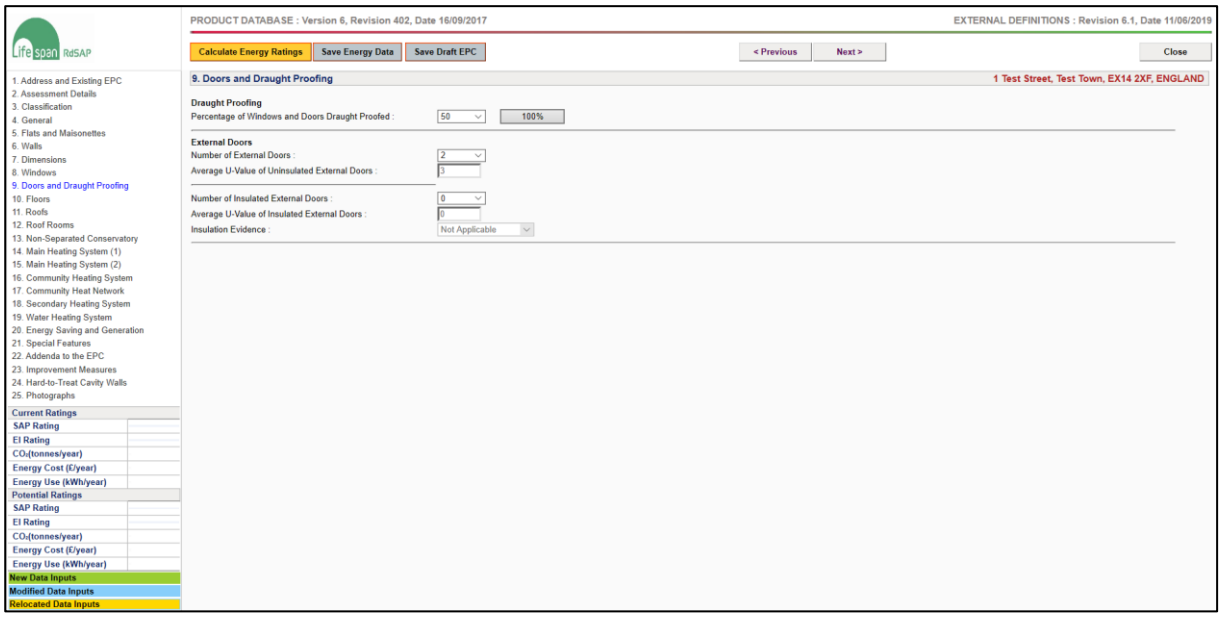
New/ amended/ relocated fields: N/A

Relevant conventions: 2.14, 2.15, 2.16, 2.17, 3.10, 3.12,

Common pitfalls: Failure to gather information evidencing widow age/ type. Failure to detail different window types using 'More than one type of glazing has been installed' facility.

SECTION 9 – DOORS AND DRAUGHT PROOFING

This section requires you to record the percentage of windows and doors draught proofed, number of External Doors and number of Insulated External Doors, including their U-value where available. The number of Insulated External Doors is always less than the number of External Doors.



New/ amended/ relocated fields: N/A

Relevant conventions: 3.09, 3.11

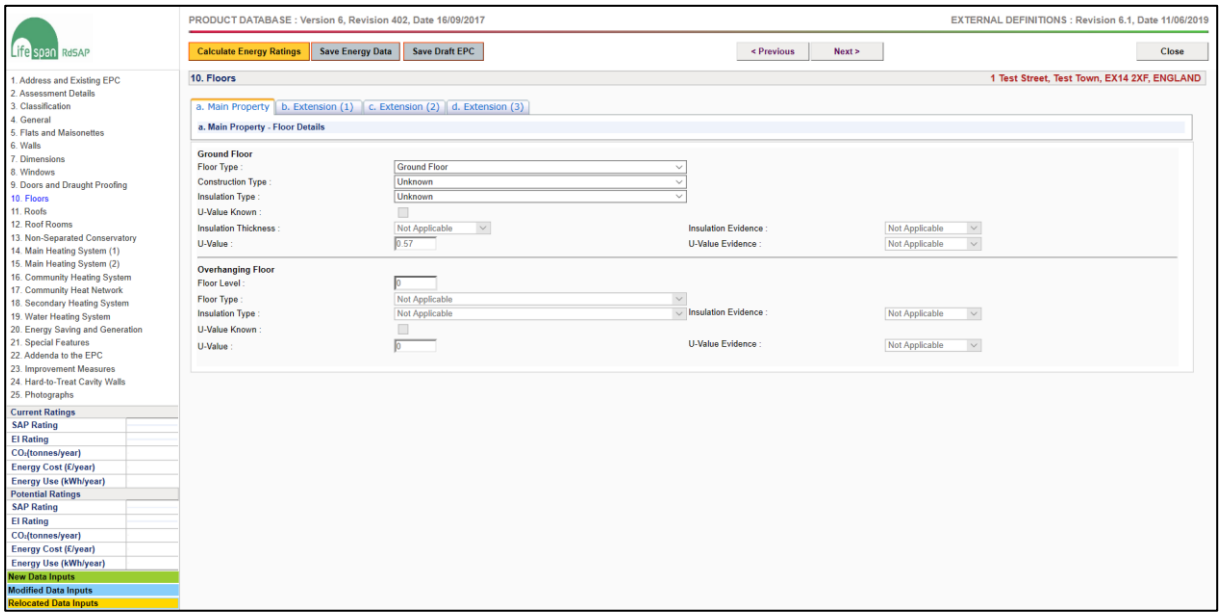
Common pitfalls: Failure to correctly differentiate between a door and window in accordance with RdSAP convention 2.14. Failure to record double doors as 2 doors. Failure to properly record evidence of insulated doors.

SECTION 10 – FLOORS

For each building part ('Main Property'/ 'Extension' etc), the 'Floor type' 'Construction type', and 'Insulation type' will need to be specified. Lifespan SAP will change options available depending on the 'Property Type' selected in Section 3 (Classification) of the data input process.

If retrofitted insulation has been identified either the thickness of the insulation or the specific U-value must be recorded.

Where an upper floor has been detailed as having a larger floor than a lower floor in Section 7 (Dimensions) then details of the ensuing 'Overhanging' section of the upper floor must be detailed in the enabled section of the page.



New/ amended/ relocated fields: N/A

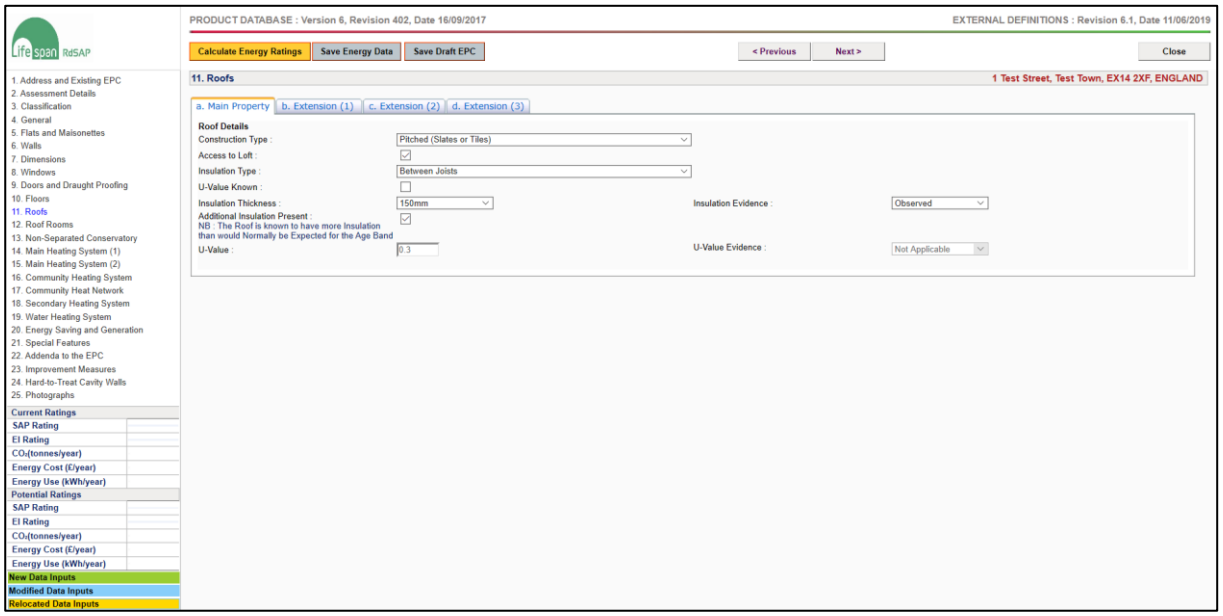
Relevant conventions: 2.11, 3.07

Common pitfalls: Ensure that 'Same dwelling below' is not confused with 'Another dwelling below'. 'Same dwelling below' should only specified where the building part in question is connected via the floor to another building part of the same dwelling. Failure to identify 'Above partially heated space' as the floor type when above a commercial property.

SECTION 11 – ROOFS

In a similar vein to the 'Floors' section, in the 'Roofs' section the options available in each field will change according to the 'Property type' selected in Section 3 (Classification). For each building part the 'Construction type', 'Insulation type' and 'Insulation thickness' must be recorded. 'Insulation evidence' must be recorded for QA purposes. Where known U-values are detailed the evidence must be recorded as 'Documentary' in line with QA requirements.

This information will have significant bearing on the EPC rating and contribute to Recommendations put forward therefore its accuracy is vital.



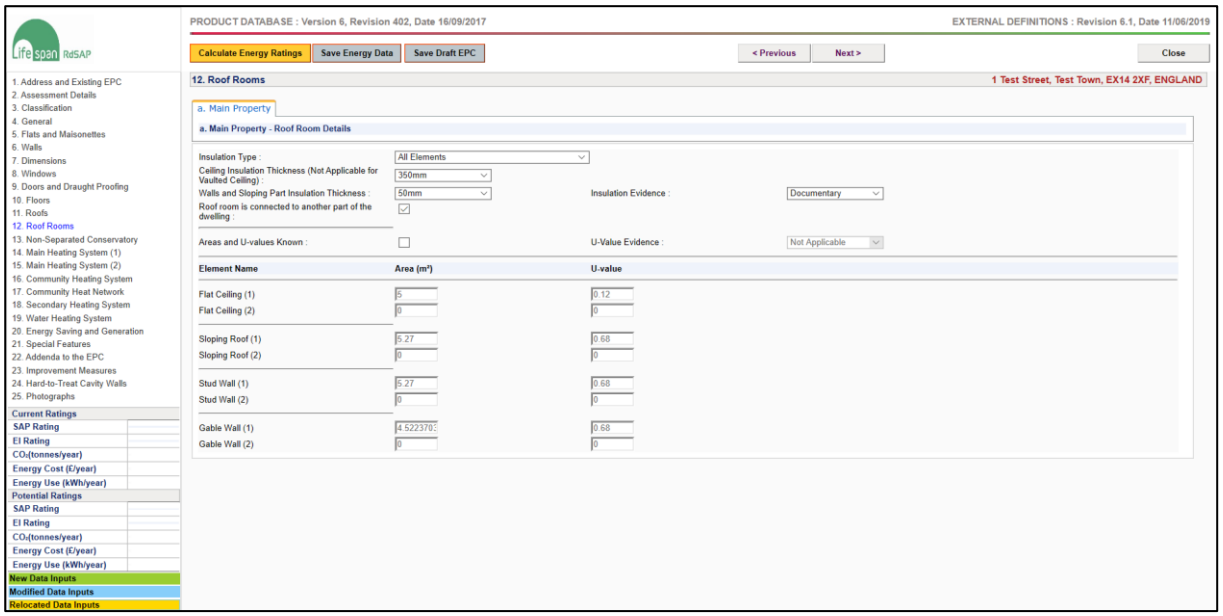
New/ amended/ relocated fields: N/A

Relevant conventions: 3.04, 3.07, 3.08

Common pitfalls: Ensure that 'Access to loft' is checked if relevant. Failure to check this box will result in Recommendations being suppressed on the EPC and a resultant QA failure at audit. Failure to capture evidence of lack of access where present.

SECTION 12 – ROOF ROOMS

Where 'Roof Rooms' are present in the property being surveyed (as specified in Section 3 - Classification), the type and location of insulation present must be recorded for each building type. Page 23 of RdSAP conventions v7.0 clarifies the location of each element of the roof room. Where U-values are known the location and area of each element must be recorded against the U-value recorded.



New/ amended/ relocated fields: N/A

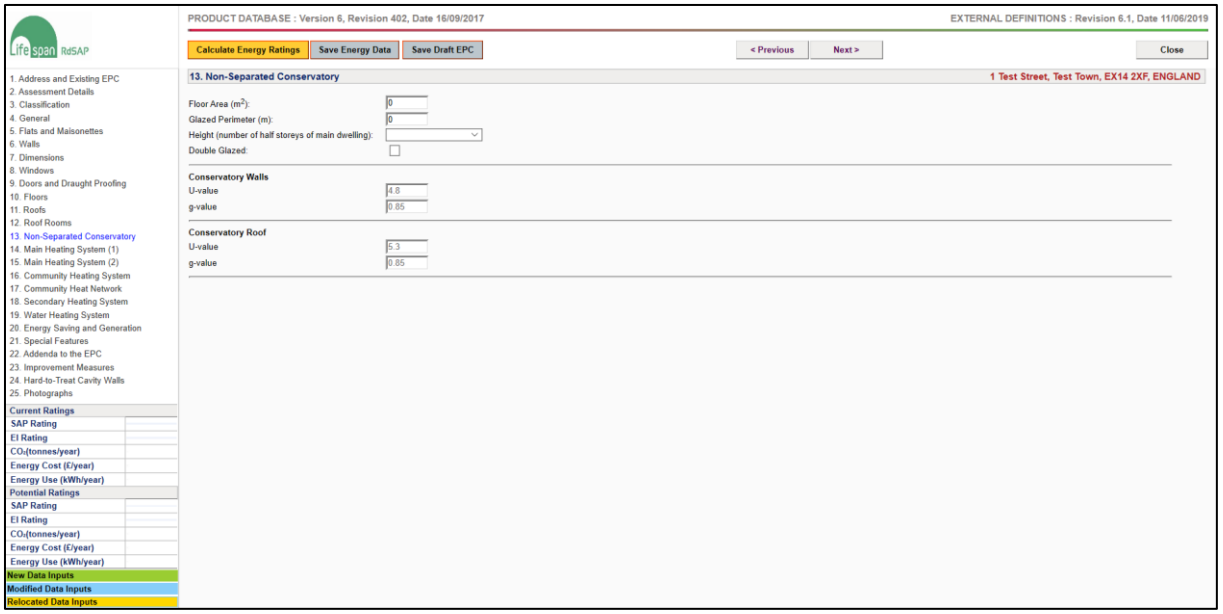
Relevant conventions: 2.06, 2.07, 2.08, 2.11, 3.07

Common pitfalls: Identifying a building part as a roof room where it should be assessed as a floor in its own right.

SECTION 13 – NON-SEPARATED CONSERVATORY

Where a conservatory has been detailed as 'Not Separated' in the 'Conservatory type' field of Section 4 – General, the 'Non-Separated Conservatory' section is enabled.

Here you are required to detail the 'Floor area', 'Glazed perimeter' (heat loss perimeter) and height in half storeys of the Conservatory. You are also required to detail whether the conservatory is double glazed or not.



New/ amended/ relocated fields: N/A

Relevant conventions: 2.04, 2.17, 3.11,

Common pitfalls: Failure to properly identify non-separated conservatory. Failure to properly evidence no separation of Conservatory and Property. Failure to adjust heat loss perimeter recorded in Section 7 – Dimensions where Non-Separated conservatory is present. Failure to record non-separated conservatory as a habitable room.

SECTION 14 – MAIN HEATING SYSTEM (1)

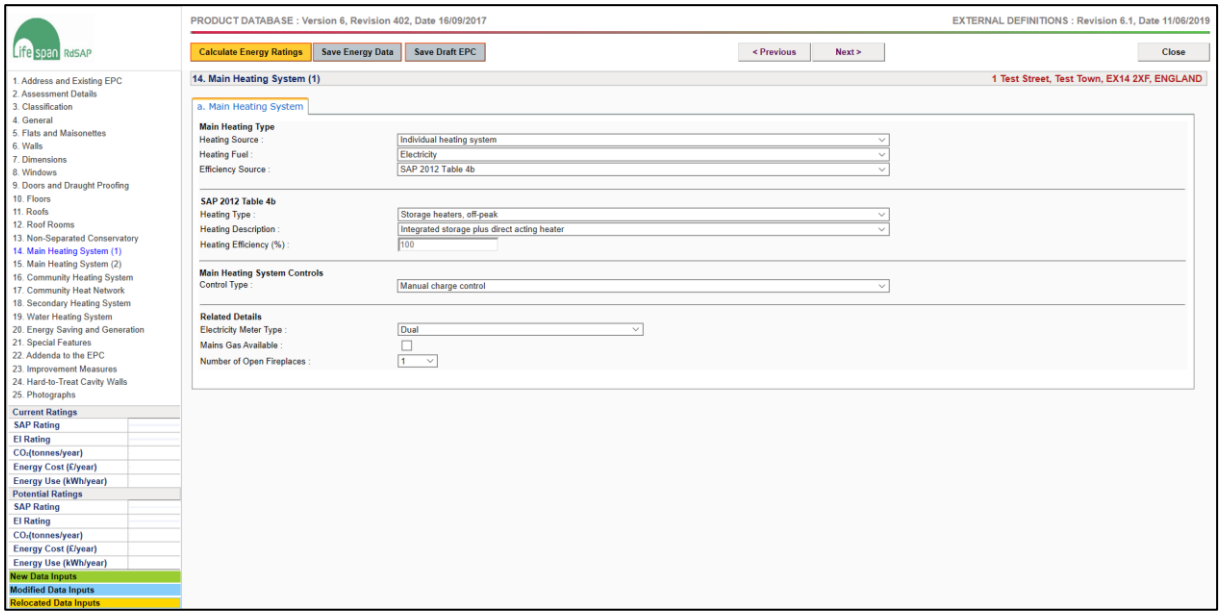
The heating section is one of the key pieces of data in the RdSAP dataset and will have a large impact on the resulting SAP rating and associated Improvement Measures therefore correct specification is important. Before completing this section please ensure the correct heating system is identified for each of the Main (1), Main (2) and Secondary areas of the data input. Guidance on selection is available in Appendix A of the SAP 2012 9.92 manual with Section A2 of this appendix detailing the procedure for identifying main and secondary systems. You should be mindful that the SAP manual refers primarily to the full SAP calculation, however the principals in this section are true for both RdSAP and full SAP. Full details of how to interpret the SAP manual in the context of RdSAP can be found in appendix S of the SAP manual.

The Main Heating System pages change dynamically according to the system selected and these changes can be quite significant. In this instance we have specified a typical Room heater system for Main Heating System (1). Details for Boiler systems will follow in the next section.

Where a heating source of 'Individual heating system' has been selected, all fuels that are used for boiler and room heater systems will be available.

Where 'Electricity' is selected as the heating fuel there is a choice of selecting to identify the Efficiency source from the SAP efficiency tables or, where relevant, a 'Heat Pump' or a new 'Storage Heater' database. At time of writing, no storage heater systems had been uploaded to the central database therefore the SAP tables should continue to be used for this.

For room heaters specified using the SAP tables the 'Heating Type' and 'Heating description' must be used to infer the heating efficiency. To modify how well the heating system responds to changes in temperature the 'Control Type' must also be specified. Further to this the 'Electricity meter type', Gas availability and 'Number of 'Open Fireplaces' must be specified. These 'Related details' are important in both defining the SAP rating (Open Fireplaces) and in deciding appropriate recommendations.



New/ amended/ relocated fields: N/A

Relevant conventions: 4.01, 4.02, 4.03, 4.04, 4.05, 4.06, 4.09, 4.10, 4.11, 4.12, 5.02

Common pitfalls: Failure to correctly identify/ specify a back-boiler system as both a main and secondary system (where relevant). Failure to correctly identify between Main and secondary heating systems. Identifying portable heaters as part of the heating system.

SECTION 15 – MAIN HEATING SYSTEM (2)

The previous section (Main Heating System (1)) covered information relating to room heaters, with this section being used to demonstrate boiler systems. This is simply to demonstrate the functionality of the page and in reality, a boiler system is likely to be used as Main Heating system (1).

Specific guidance on when a 'Main heating system (2)' should be specified can be found in Appendix A of the SAP Manual, however a typical example of when a 2nd main system should be specified is when a building has been significantly extended (multiple rooms) and an additional (usually similar) system has been installed to serve this additional area.

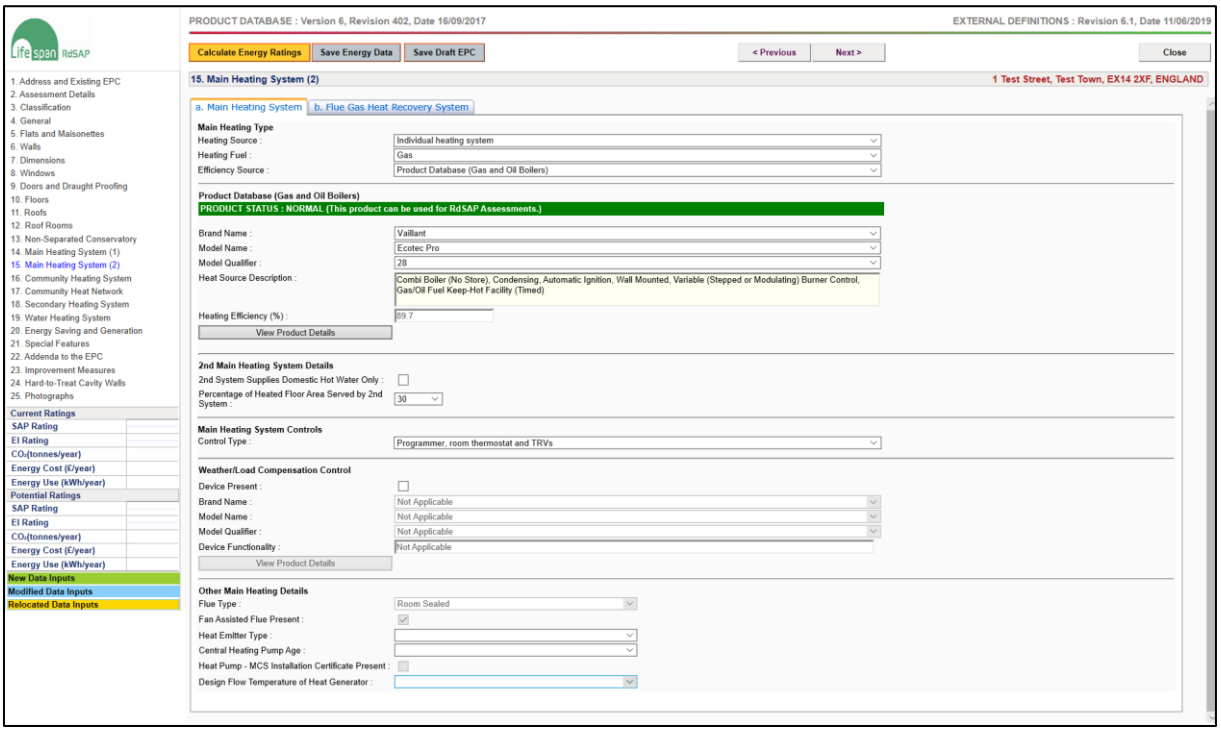
When specifying a central distribution system the preferred method is via the 'Product databases'. At the time of writing the 'Gas and Oil boiler', 'Gas and Oil range cooker' and 'Electric Heat Pumps' have a substantial number of entries, with those for 'Electric Storage Heaters', 'Micro-Cogeneration' and 'Gas and warm-air systems' have few or no entries. If the precise entry for the system identified in the property is not available in a Product Database, you will need to infer the system type and efficiency using the 'SAP 2012' heating tables selection from the 'Efficiency Source' table.

Once you have identified the heating system using the entries available in the 'Main heating type' and 'Product database'/ 'SAP 2012' tables you must select the 'Heating system controls'. These will change to be relevant to the heating system selected and will influence the SAP rating and Improvement Measures eligible for the property.

A new field for v9.92 of the software is the ability to add 'Weather/ Load compensation controls'. These are system specific and are only available for systems designed to accept them. Where present the 'Brand name', 'Model name', Model qualifier' and device functionality must be detailed.

For fuel heaters that have not been identified using a Product Database, the 'Flue type' must be selected.

Once the 'Heat emitter type' has been selected, the additional fields of 'Central heating pump age' and 'Design flow temperature' should be specified where known.



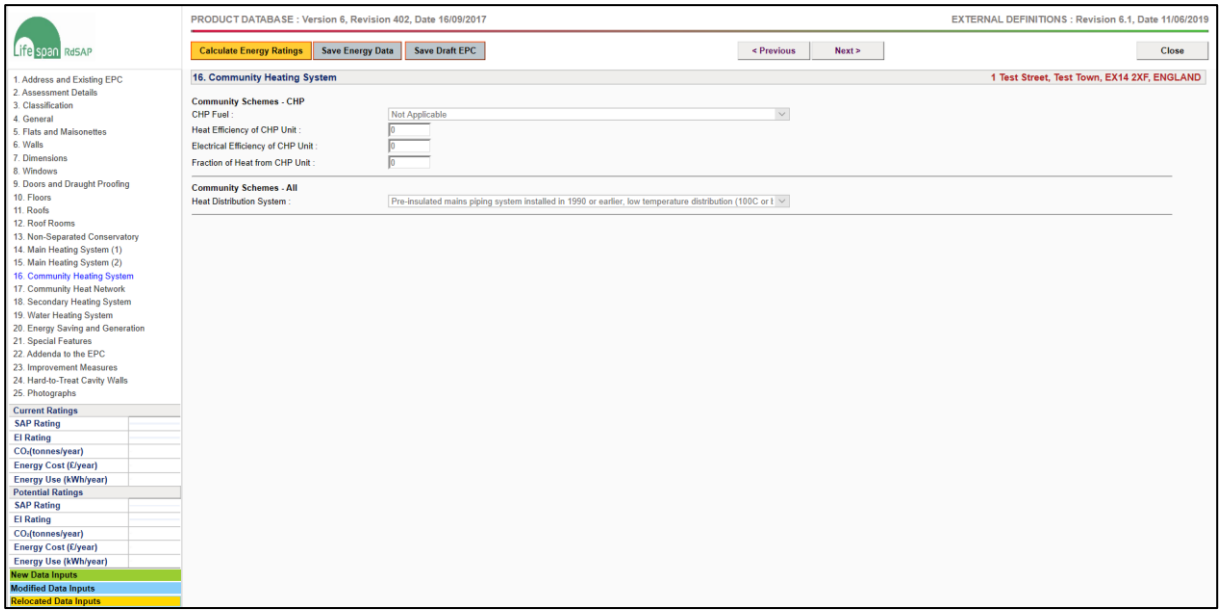
New/ amended/ relocated fields: N/A

Relevant conventions: 4.01, 4.02, 4.03, 4.04, 4.05, 4.06, 4.09, 4.10, 4.11, 4.12, 5.02

Common pitfalls: Incorrectly specifying a 'Main Heating system (2)' instead of a 'Secondary heating system'. Failure to properly identify the 'Percentage of Heated Floor Area Served by 2nd System'. Incorrect identification of the boiler. Where the boiler is identified from the product database a small change in description can result in a significant change in its functionality or efficiency. A description of the boiler selected is now included to mitigate against this, however the boiler must be properly identified on site.

SECTION 16 – COMMUNITY HEATING SYSTEM

Where a 'Community Scheme' has been specified as the 'Heating Source' of 'Main Heating System (1)', the 'Community Heating system' section is enabled. Information already specified is sufficient to complete the RdSAP calculation in all cases except when 'Community Scheme – CHP' has been selected. In this case the fuel will need to be selected and the values RdSAP will use for Heating and Electrical efficiency along with the Fraction of Heat from CHP will be displayed.



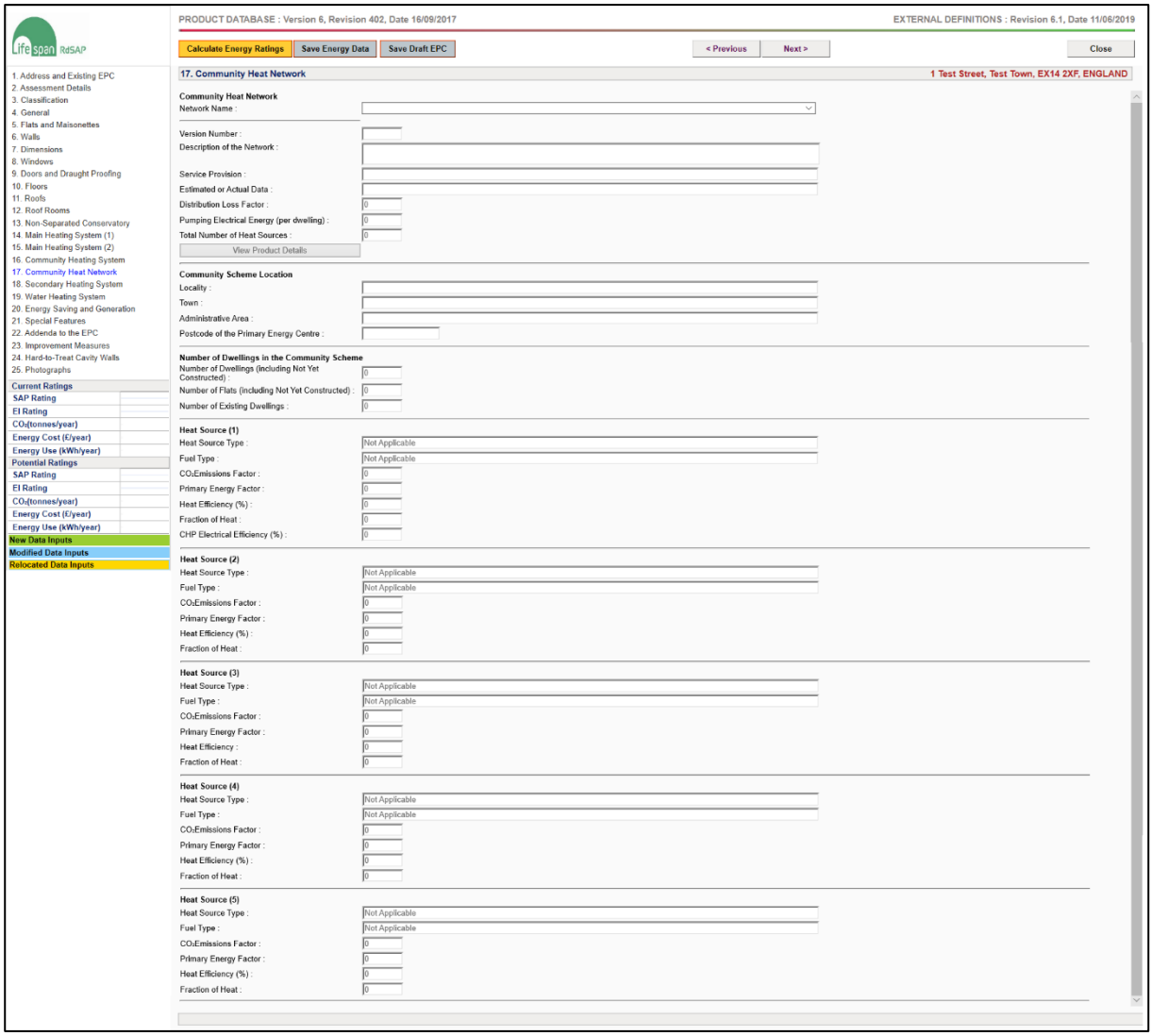
New/ amended/ relocated fields: N/A

Relevant conventions: 4.05, 4.06

Common pitfalls: N/A

SECTION 17 – COMMUNITY HEAT NETWORK

As the database for existing 'Community Heat Networks' increases, the information will become available within this section. Once a Network Name is selected from the list, all fields are pre-populated with details of the network provided by the database.



New/ amended/ relocated fields: N/A

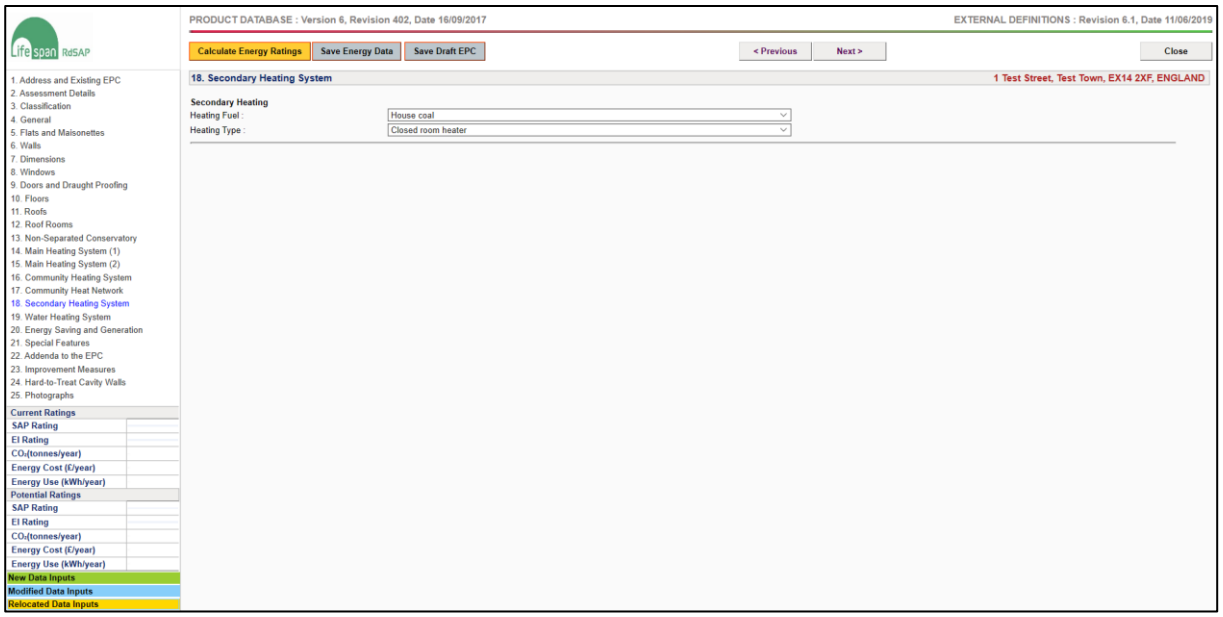
Relevant conventions: N/A

Common pitfalls: N/A

SECTION 18 – SECONDARY HEATING SYSTEM

Where the property has a 'Secondary Heating System' present the 'Heating fuel' and 'Heating type' should be specified in this section.

Procedures for identifying main and secondary heating systems can be found in Appendix A of the SAP 2012 manual.



New/ amended/ relocated fields: N/A

Relevant conventions: 4.09, 5.01, 5.03

Common pitfalls: Misidentification of secondary heating. Failure to properly retain evidence of secondary heating.

SECTION 19 – WATER HEATING SYSTEM

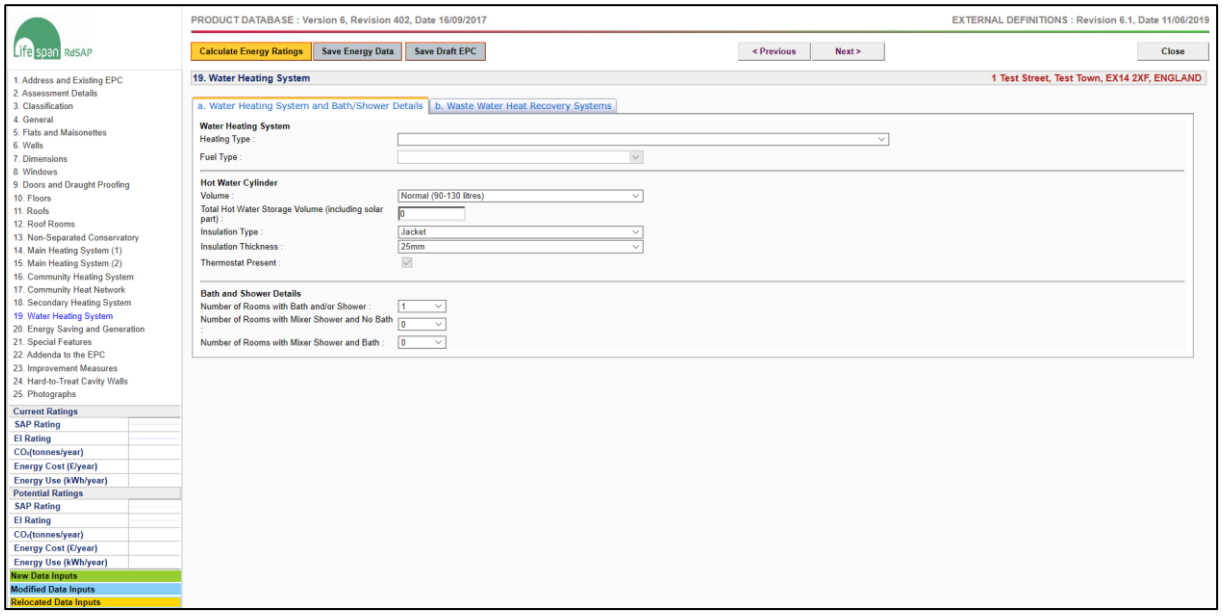
There are 2 tabs to this section. Tab A – Water Heating System and Bath/Shower Details and Tab B – Waste Water Heat Recovery Systems.

TAB A – WATER HEATING SYSTEM AND BATH/SHOWER DETAILS

The Heating Type field will change to include options relating to the Main Heating systems specified in Sections 14 and 15 as well as including standalone options.

Where the 'Heating type' selected has a Hot Water Cylinder this must be detailed in the 'Hot Water Cylinder' section with the 'Volume' (including solar part where relevant), 'Insulation Type', 'Insulation Thickness' and whether a 'Thermostat' is present must be detailed.

To establish whether a system would be suitable you are required to gather the 'Number of Rooms with Bath and/or Shower', the 'Number of Rooms with Mixer Shower and No Bath' and the 'Number of Rooms with Mixer Shower and Bath'. Neither of the latter answers should exceed the 'Number of Rooms with Bath and/or Shower'.



New/ amended/ relocated fields: N/A

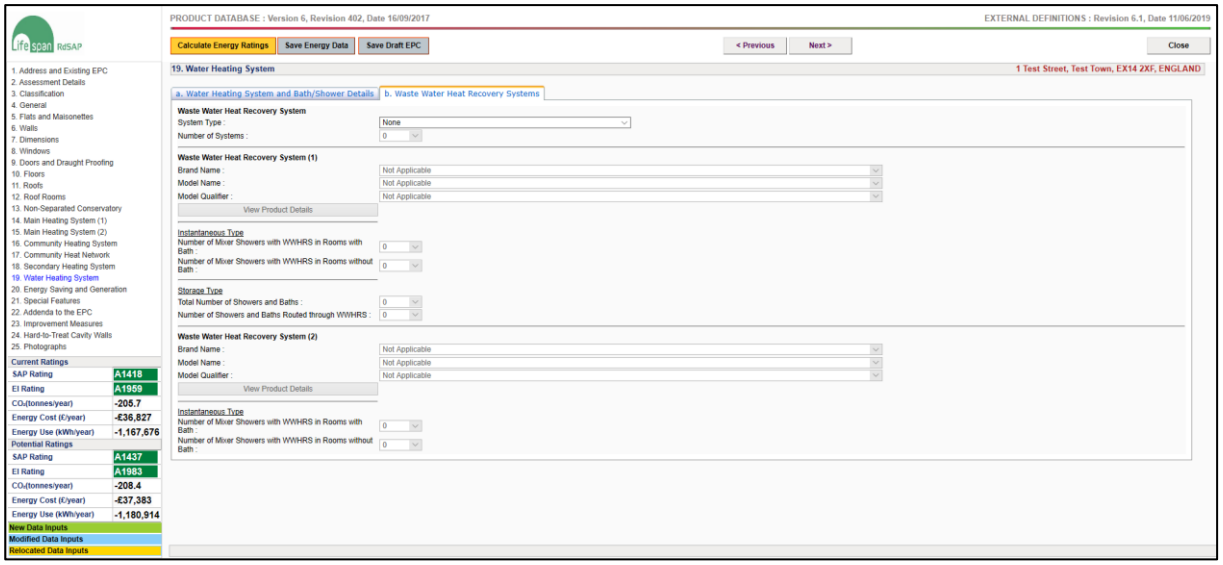
Relevant conventions: 6.03, 6.04, 6.05, 6.06

Common pitfalls: Failure or incorrectly identifying/ recording the presence of a cylinder thermostat.

TAB B – WASTE WATER HEAT RECOVERY SYSTEMS

On this tab you are required to enter details to establish whether a Waste Water Heat Recovery System (WWHRS) would be suitable for installation and account for any system already installed.

To establish the benefit of any WWHRS installed you are required to specify the 'System type', 'Brand name', 'Model name' and 'Model qualifier' for up to 2 systems. For 'Instantaneous types' you are required to specify the 'Number of Mixer Showers with WWHRS in Rooms with Bath' and the 'Number of Mixer Showers with WWHRS in Rooms without Bath'. For 'Storage types' you are required to specify the 'Total Number of Showers and Baths' and the 'Number of Showers and Baths Routed through WWHRS'.



New/ amended/ relocated fields: N/A

Relevant conventions: 9.08

Common pitfalls: Failure to complete section.

SECTION 20 – ENERGY SAVING AND GENERATION

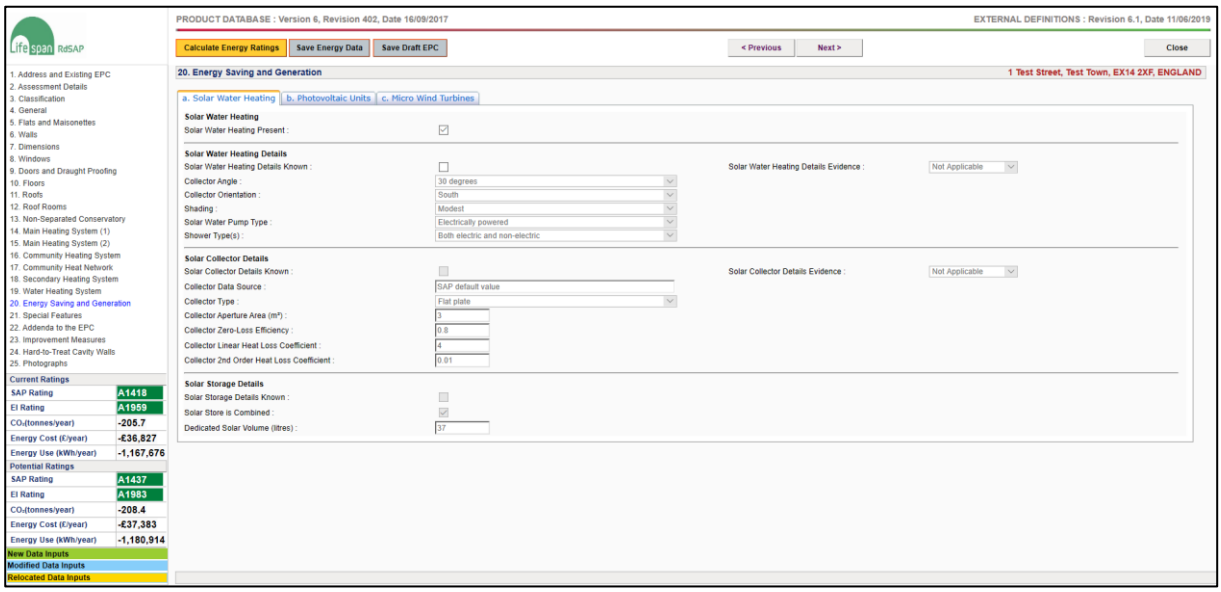
There are 3 tabs in Section 20, Tab A – Solar Water Heating, Tab B – Photovoltaic Units and Tab C – Micro Wind Turbines.

TAB A – SOLAR WATER HEATING

Where Solar Water Heating is present there are varying degrees of information you are able to specify. If no details are known you can simply detail the fact that a system is present, though this is the least accurate method of specification. Where general details are known you are required to specify the 'Collector angle', 'Collector orientation', 'Shading', 'Solar water pump types' and any 'Shower types' present in the dwelling. This can be evidenced by either 'Observed' or 'Documentary' evidence.

Where specific details of the 'Solar collector' are known you are required to specify the 'Collector data source', 'Collector type', 'Collector Aperture Area', 'Collector Zero Loss Coefficient', Collector Linear Heat Loss Coefficient' and 'Collector 2nd Order Heat Loss Coefficient'. As you may expect, this information must be evidenced by 'Documentary' evidence.

Finally, any 'Solar Storage Details' must be specified where known.



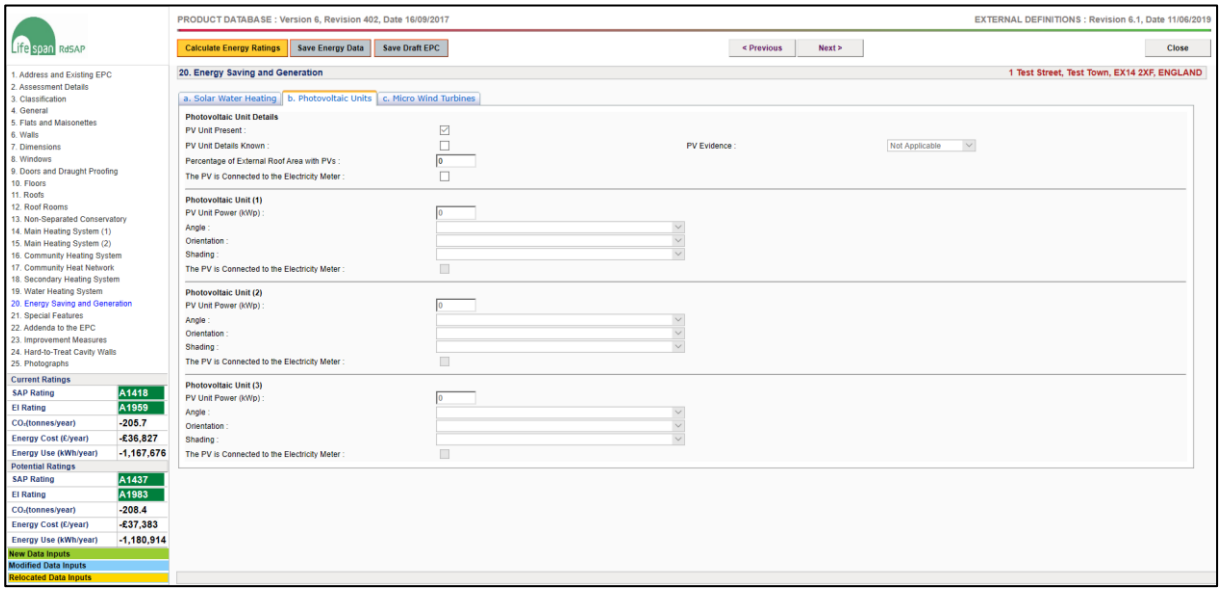
New/ amended/ relocated fields: N/A

Relevant conventions: 9.09

Common pitfalls: Failure to retain documentary evidence of information

Where a PV unit is present and Documentary evidence is not available, the 'Percentage of External Roof Area with PVs' must be recorded along with whether the PV unit is connected to the Electricity meter.

If Documentary evidence of the PV units details is available then up to 3 units can be specified with the 'PV Unit Power (kWp)', 'Angle', 'Orientation' and 'Shading' along with whether the unit is connected to the electricity meter being recorded for each unit.



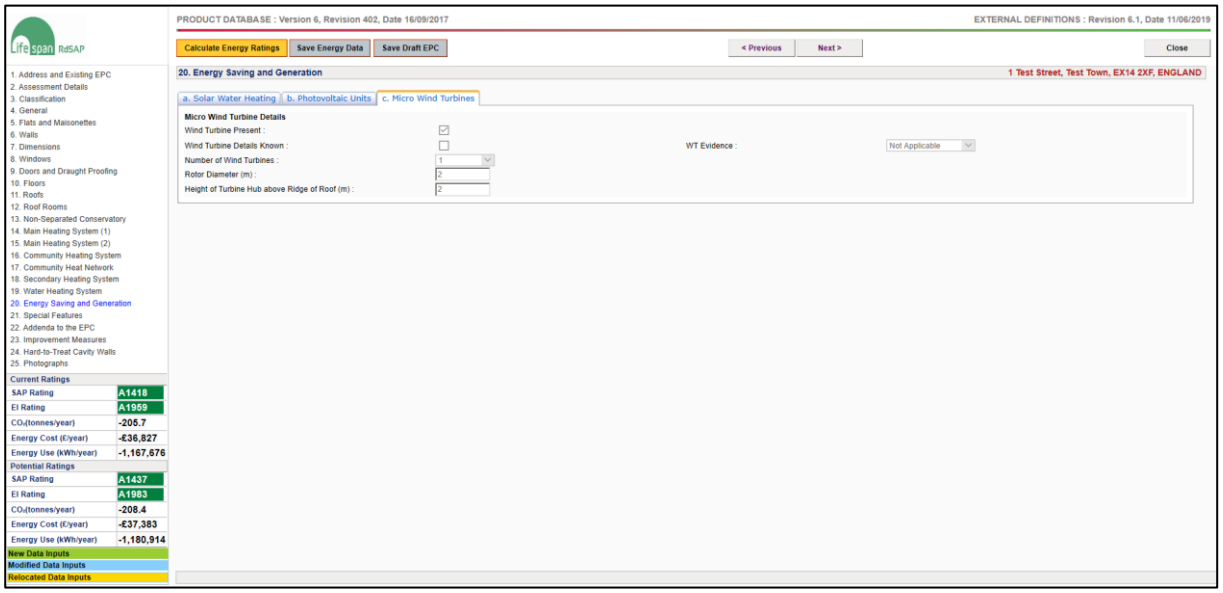
New/ amended/ relocated fields: N/A

Relevant conventions: 9.05

Common pitfalls: Failure to retain documentary evidence of information

TAB C – MICRO WIND TURBINES

Where a Micro Wind Turbine is present and Documentary Evidence is available, simply check the ‘Wind Turbine Present’ check box. Where Documentary evidence of the wind turbine are available you are able to check the ‘Wind Turbine Details Known’ check box. This enables you to specify the ‘Number of wind turbines’, the ‘Rotor diameter (m)’ and ‘Height of Turbine above Ridge of Roof (m)’.



New/ amended/ relocated fields: N/A

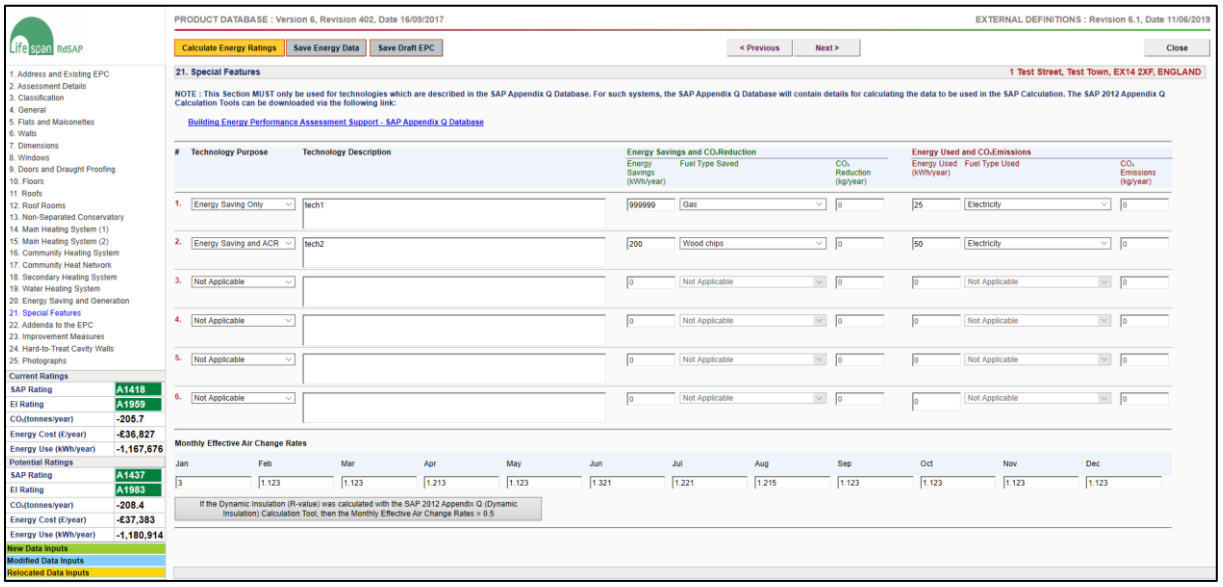
Relevant conventions: 9.07

Common pitfalls: Failure to retain documentary evidence of information

SECTION 21 – SPECIAL FEATURES

Where the property has technology present, you should record the details within the special features section.

The information collected must relate to technologies described in the SAP Appendix Q Database which contains details for calculating the data to be used in the SAP Calculation.



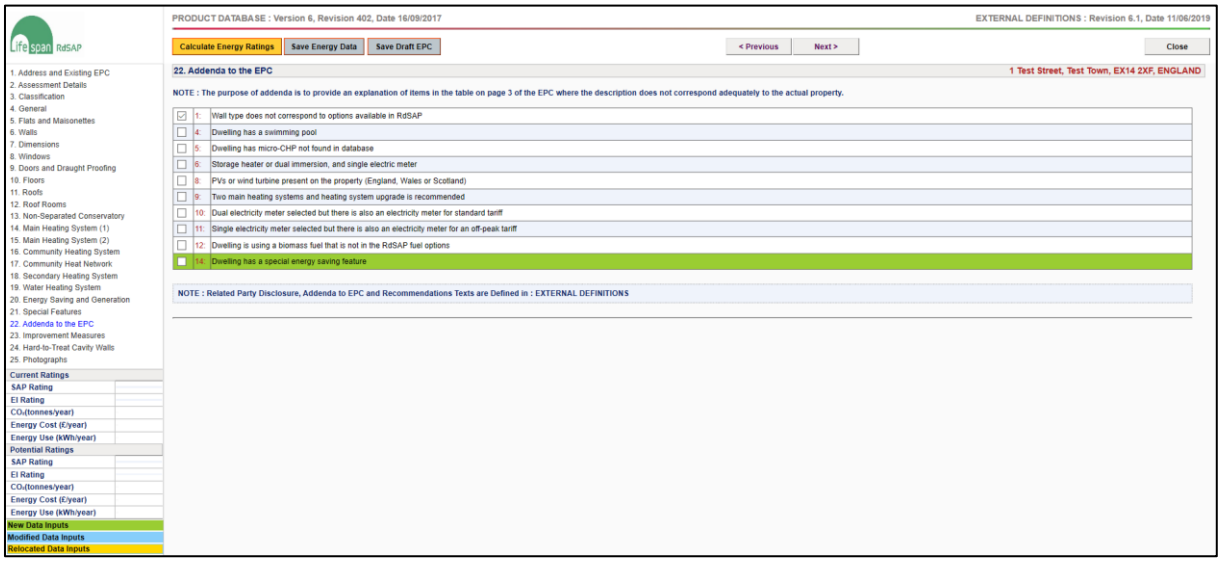
New/ amended/ relocated fields: New section

Relevant conventions: 9.15, 9.16

Common pitfalls: N/A

SECTION 22 – ADDENDA TO THE EPC

In section 22 – Addenda to the EPC, you are able to specify a variety of 'Addenda's' which will then appear on the EPC produced for the property. These are intended to explain unusual or contradictory information which may appear on the EPC or features of the property that have not been incorporated into the report. These may change over time according to DCLG requirements.



New/ amended/ relocated fields:

- New listing 'Dwelling has a special energy saving feature' included relating to data collected with section 21. Special Features

Relevant conventions: 3.02, 3.14, 4.02, 4.04, 4.09, 4.12, 6.03, 9.13

Common pitfalls: Failure to include addendum where relevant

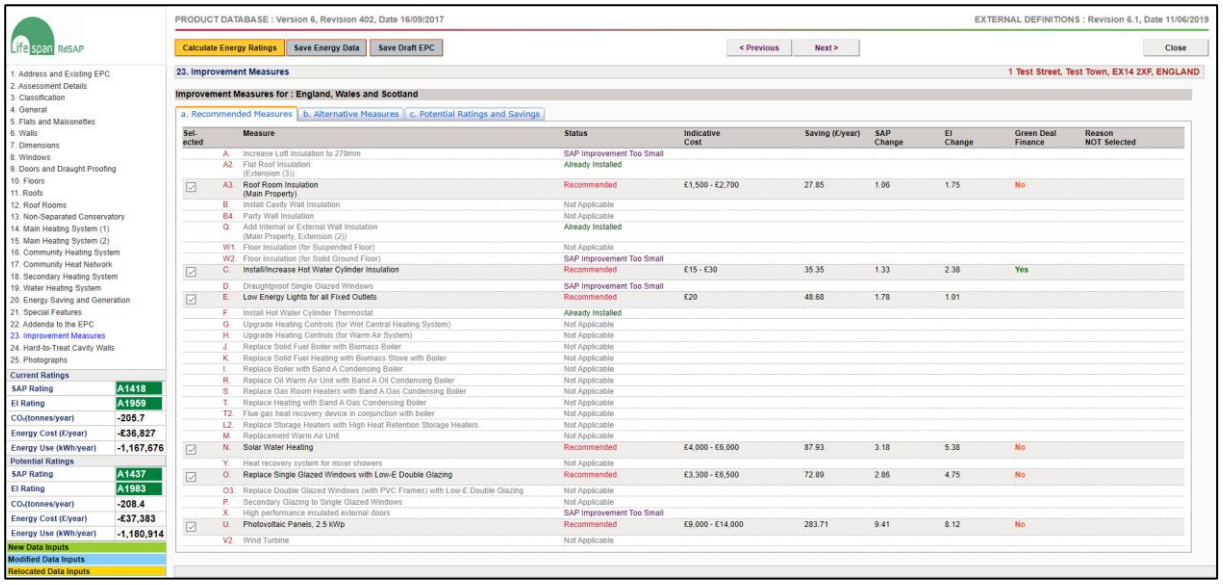
SECTION 23 – IMPROVEMENT MEASURES

This section is the primary results page and is displayed after all data fields have been completed and the 'Calculate Energy Ratings' button has been pressed.

There are 3 Tabs within this section. Tab A – Recommended Measures, Tab B – Alternative Measures and Tab C – Potential Ratings and Savings.

TAB A – RECOMMENDED MEASURES

Each of the potential improvements will be assessed against the requirements of Appendix T of the SAP manual and where applicable the Improvement will be applied with the 'Indicative Cost', 'Saving (£/year)', 'SAP change', 'EI change' and whether Green Deal finance is available for the measure displayed. The Current and Potential SAP and EI ratings will be calculated and displayed in the bottom left had corner of the screen along with the CO2, Energy Cost and Energy Use for the property.



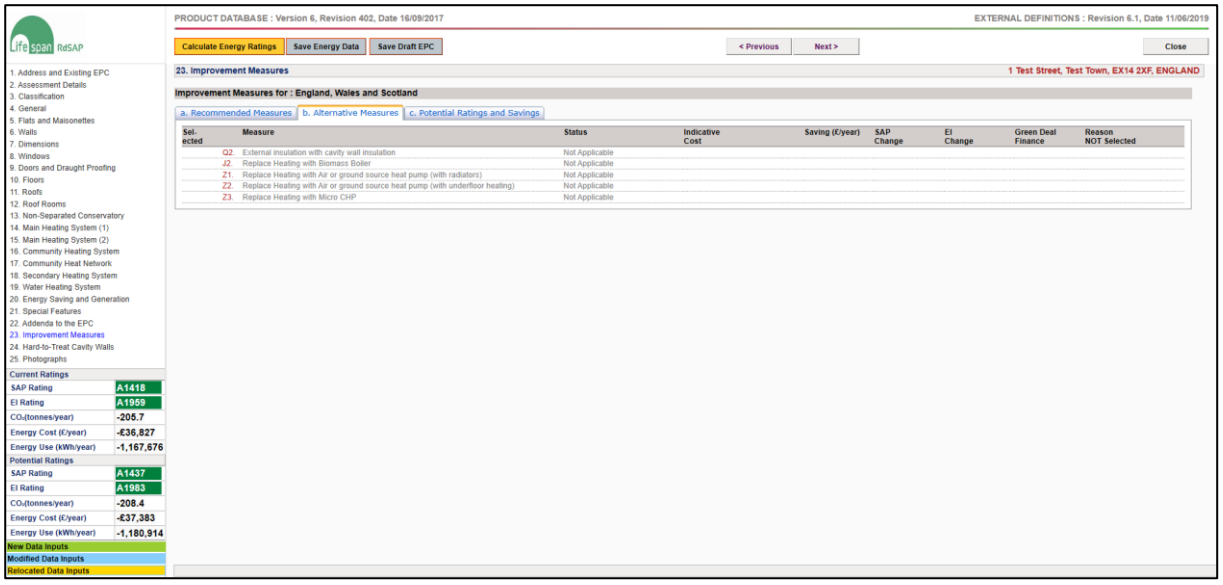
New/ amended/ relocated fields: N/A

Relevant conventions: 4.02, 4.09, 8.01, 8.02

Common pitfalls: Suppressing recommendations outside of the scope of RdSAP convention 8.01

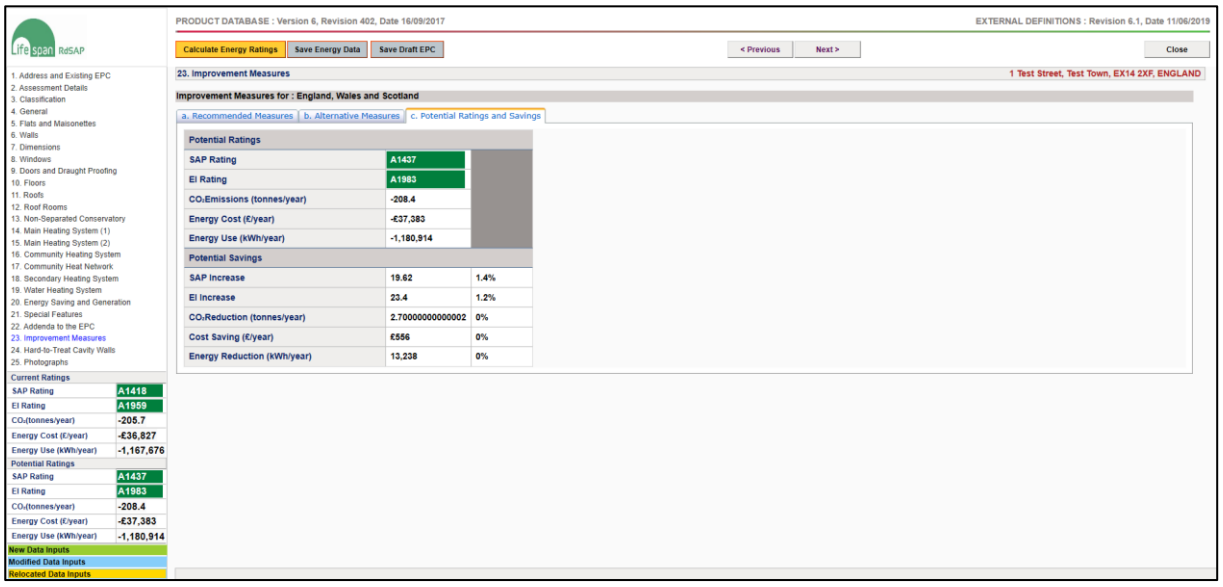
TAB B – ALTERNATIVE MEASURES

These measures include emerging technologies and will not appear on the EPC.



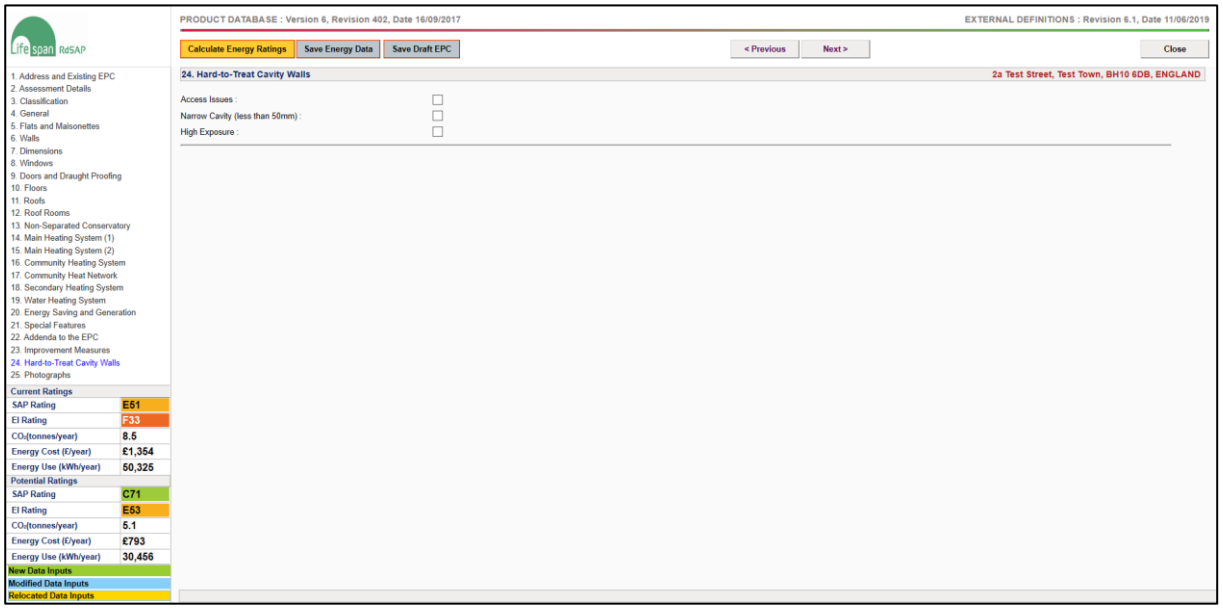
TAB C – POTENTIAL RATINGS AND SAVINGS

This is a slightly more detailed summary of the information detailed in the bottom left hand corner of the screen after calculation.



SECTION 24 – HARD TO TREAT CAVITY WALLS

Where a Cavity Wall has been specified in the project there is an opportunity to detail whether there are any issues relating to the Cavity Wall which would classify it as 'Hard to Treat'. Regions which are considered 'High exposure' are detailed in the RdSAP conventions.



New/ amended/ relocated fields: N/A

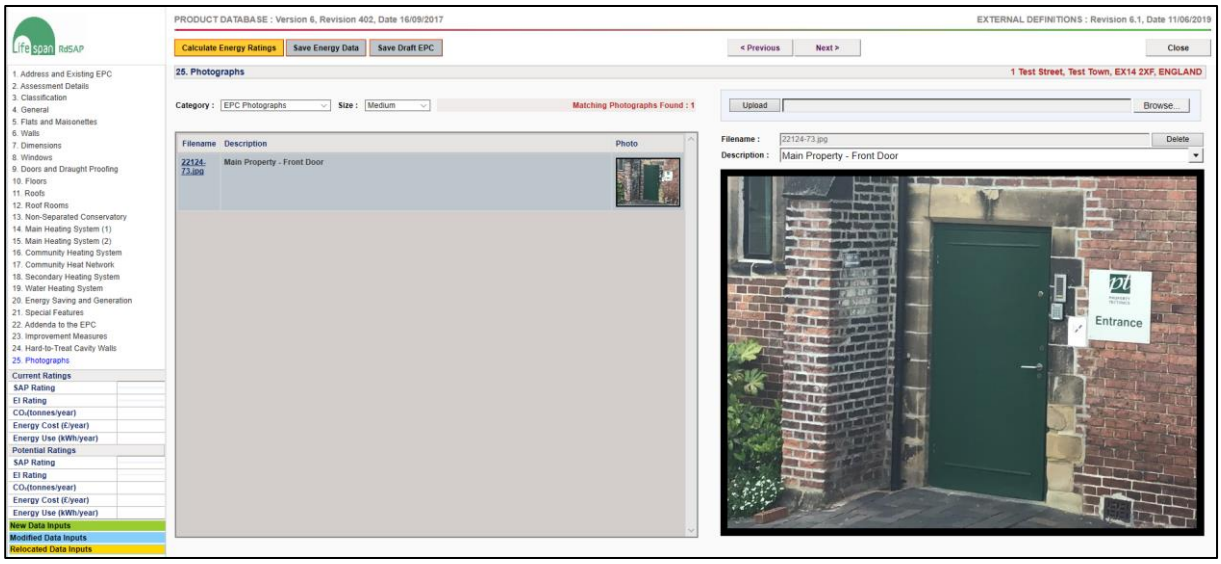
Relevant conventions: 3.14, 9.10

Common pitfalls: Failure to identify a property as 'High Exposure'.

SECTION 25 – PHOTOGRAPHS

There is now an opportunity to upload photographs to an assessment, selecting from one of the three categories of either EPC, floorplan or site notes.

The facility to browse and upload files is to the right of the screen where a description should also be selected from the drop-down list. The list of all attached files is displayed to the left of the screen and clicking on each of the filenames will open the image in a larger format on the right.



New/ amended/ relocated fields: New section

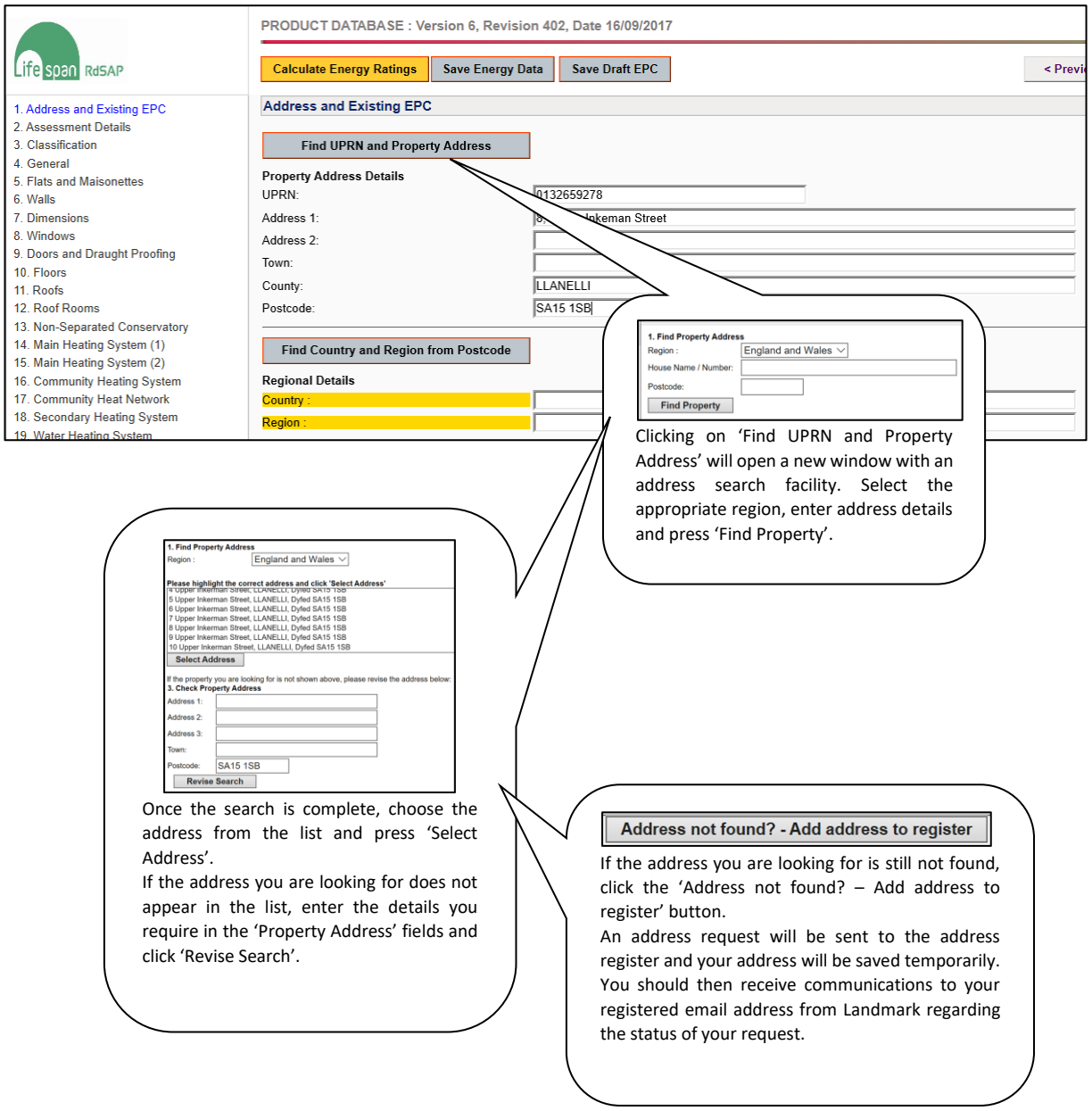
Relevant conventions: N/A

Common pitfalls: N/A

LANDMARK FACILITIES

Lifespan RdSAP integrates several services directly with the Central Government register operated by Landmark Information Group. This functionality enables you to search for addresses on the central register and also lodge EPCs to the central register without leaving the Lifespan SAP interface.

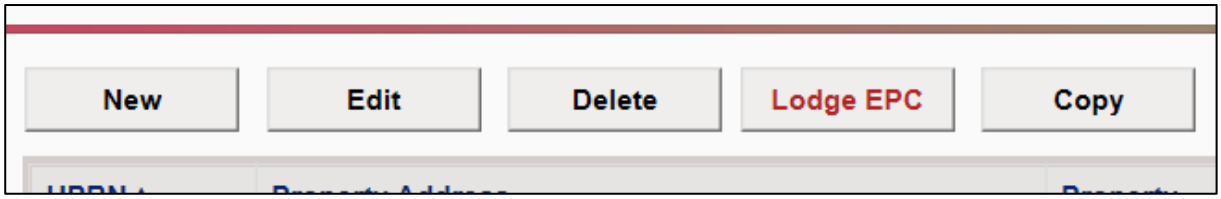
ADDRESS SEARCH FACILITIES



Once the address details have been completed, click on the 'Find Country and Region from Postcode' button. This will populate the required regional details using the postcode provided in the address section above.

EPC LODGEMENT

When you have completed your data input by pressing ‘Calculate Energy Ratings’ > ‘Save Energy Data’ > ‘Save Draft EPC’ you may exit the data input section to the ‘Survey Summary’ screen. In order to lodge the survey, you must highlight the relevant survey by clicking on the UPRN. The ‘Lodge EPC’ button should then be available. If you are content that the survey is correct and is ready to be lodged to the central register, click the ‘Lodge EPC’ button.



Clicking on the ‘Lodge EPC’ button will take you through the lodgement process relevant to the region.

ESSENTIAL READING

The Governments Standard Assessment Procedure for Energy Rating Of Dwellings 2012 edition

RdSAP conventions v11.0 issued 01/09/2019

RECOMMENDED READING

SAP Appendix Q database - http://www.ncm-pcdb.org.uk/sap/page.jsp?id=18