



Quality Assurance guidelines for NDEA's

As part of your Accreditation Scheme we are by law required to assure the quality and standard of all domestic and commercial work lodged via the Quidos accreditation scheme.

It is your duty to keep adequate records of all jobs that you have produced and provide them when requested for Q/A checking

Quidos will request up to a maximum of 5 EPCs per calendar month dependant on the result of your audit.

This document is a guide to making the QA process as simple as possible for both the NDEA and Quidos.

As part of the QA request you are required to provide information on four areas of the EPC these been your site notes, floor plans, photos and the EPC that you have created.

Site notes

When you are carrying out an EPC you must fill in full and detailed site notes so that you ensure that all the correct information is entered into the software, and should include information on the following:

- Building fabric details
- Glazing
- Lighting
- HVAC systems
- Hot Water System
- Zone Details

Fully detailed site notes can be downloaded from www.quidos.co.uk under 'Accreditation Resources', these are not compulsory but cover all details required when a QA check is carried out.

Floor plans

As part of the site notes you are required to provide detailed floor plans of the building you are assessing. Your plans should detail the following.

- Internal Zones
- Doors
- All measurements whether internal or external including ceiling heights

Photographs

When carrying out an EPC you are required to take photos of certain areas of the property these can then be used as evidence in the case an EPC is disputed or if the EPC needs to quality checked.

Photos should be taken of the following areas and should be of a good quality. The list below should only be used as an example and should not be taken as definitive. It is up to the assessor to ensure that all the required photographs to represent the EPC have been taken.

- External front and rear views
- Wall Construction
- Glazing
- Lighting
- HVAC Systems
- HWS
- Mechanical ventilation and Mechanical exhaust

EPC

We will require a copy of the EPC you have produced for the requested property as part of the QA process involves the QA department reproducing the EPC using the all of the above information that should have been uploaded to QFE by the NDEA. The EPC is reproduced and the QA department will compare the SBEM score to ensure that all the correct information has been gathered and entered into the NDEA's chosen software.

NCT File

You will need to include the NCT file if you are using iSBEM or the file used to construct the EPC if you are not using iSBEM to create the EPC. Please contact Quidos to ensure the software you are using is acceptable for use with Quidos Accreditation.