**Below is just an example. You will write a same rationale in relation to one of your 5 EPCs.**

**EPC Assessment of the Property**

I was required to present a positive and professional image as well as conduct myself in a safe and secure manner. I was also required to obtain and record all information needed to produce an EPC.

1. How do you address safety and security issues when undertaking an energy assessment?

When I arrived at the property, I made sure that I parked safely and secured my personal possessions. I have a pro-forma that I use and undertook a risk assessment as soon as I arrived and was able to get inside the property.

1. How do you address issues relating to your personal conduct and disclosure of information?

I arrived for energy assessments well dressed and make a positive impression. I had my business card as well as photographic ID to confirm who I am, but this was not required. I had a letter confirming instructions with me. I did not disclose confidential information to the workmen within this property and did not tell them the purpose of my inspection.

3. Explain how you conducted the assessment.

I made sure that I would not have any interruptions. I completed the Risk Assessment and decided it was safe for me to proceed. I also confirmed that the EPC would be needed in this case, I made a methodical inspection of every room checking radiators; heating appliances and lighting. When I completed this, I made internal measurements (they were easier to do than external measurements) I always finish off by checking my site-inspection pro-forma to make sure I have collected all the information that I need, then I informed the workmen that I was leaving. I checked all doors and other areas I have inspected were secure and that I had not disrupted or damaged anything to re-assure myself.

**Rationale behind the survey**

The domestic energy assessment involved:

* **Establishing the age and construction method of the property:** I completed this task by looking at the property and using the course notes as to a likely property date. The client was not present during the assessment.

Time did not allow me to talk with other local residents. I took photographs of the external façade of the building on all three sides as evidence and for future use if required.

* **Measuring floor areas of the property**: I undertook this task using an ultrasonic distance measurer. This was to enable the determination of the internal floor space to be calculated. All measurements were taken internally, and none externally – so as to ensure continuity of measurement and subsequent calculation.
* **Measuring wall areas of the property:** I undertook this task using a tape measurer. This was to enable the determination of the heat loss wall area to be calculated (after first measuring the internal height of the house floors). All measurements were taken internally, and none externally – so as to ensure continuity of measurement and subsequent calculation.
* **Looking at heating systems including the boiler, heat emitters and controls:** I established the heating controls within the system for e.g. the thermostat, timer and radiator valves. This enabled me to evaluate the energy efficiency of the combined heating system. I took photographs as evidence of my findings.
* **Looking at the water heating systems:** I was able to confirm from the plate on the boiler, the manufacturer of the boiler, the boiler’s brand and model name. Visual inspection of the number of associated pipes confirmed that the boiler was a combi boiler, used to heat both the water and the heating system.
* **Identifying existing cavity wall insulation:** Fortunately, a window had been removed and I was able to look into the cavity to confirm that no insulation was present. I took a photograph as evidence.
* **Identifying existing loft insulation:** As I was assessing a single storey flat with a dwelling above, this was not required.
* **Identifying any energy saving lights:** I counted the number of lights in the house, and the number of those that were energy efficient bulbs – and took photographs as evidence.
* **Looking at the glazing:** I checked all windows to see if any multiple glazing was present, and if so to establish what percentage of the windows was multiple glazed.

I looked at the internal component of the window frame to see if I could find a manufacturing date, and for a kitemark on the windows themselves to establish if they were fitted pre or post 2002. No indications of manufacturer date were found. I took a photograph for evidence. I requested a copy of the FENSA certificate/any other relevant documentation. None was available

* **Identifying any alternative heating (e.g. solar) energy-efficient products:** I inspected the House externally to establish if any alternative heating was available – and took photographs as evidence.