

## Technical Guidance Note No. 95/101

# Energy Survey Reports

### **0 Preliminaries**

- 0.1 The object of this note is to give guidance to regulatory and statutory bodies, building designers and other specifiers, construction teams, insurance brokers and companies, manufacturers and users, concerning technical problems which may be encountered in the specification, design / development, production, supply, installation, use, maintenance, re-instatement or upgrading of energy efficiency related products, components, assemblies or systems.

### **1 Energy Survey Reports**

- 1.1 The work carried out by a 'competent energy survey organization' shall be covered by a report which accurately, clearly and unambiguously presents the energy survey results, findings and recommendations, and all other relevant information.
- 1.2 Each energy survey report shall include at least the following information :-
- (a) name and address of the 'competent energy survey organization' ;
  - (b) unique identification of report (such as a serial number) and of each page, and total number of pages of the report ;
  - (c) name and address of the client and the sponsor of the report ;
  - (d) identification, description and key drawings of the survey building or site ;
  - (e) date(s) of performance of survey ;
  - (f) identification of the survey specification ;
  - (g) description of sampling or selection procedure, where relevant ;
  - (h) identification of terminology and units of measure ;
  - (i) any deviations, additions to, or exclusions from the survey specification ;
  - (j) identification and validation of any calculation method utilized ;
  - (k) measurements, examinations, and derived results, supported by tables, graphs, sketches and photographs, as appropriate ;
  - (l) statements on calculation and measurement uncertainty ;
  - (m) a signature and title, or an equivalent marking, of the 'competent person(s)' accepting technical responsibility for the survey report, and date of issue ;
  - (n) a statement to the effect that the survey results, findings and recommendations relate only to the building or site surveyed ;
  - (o) a statement that the report shall not be reproduced, except in full, without the written approval of the 'competent energy survey organization'.
- 1.3 Particular care and attention shall be paid to the arrangement of the energy survey report, especially with regard to presentation of the survey data, and ease of assimilation by the reader. The report shall be a stand-alone document .
- 1.4 Corrections or additions to a survey report after issue shall be made only by a further document suitably marked, e.g. 'Amendment / Addendum to Energy Survey Report serial number ..... (or as otherwise identified)', and shall meet the relevant requirements of the preceding paragraphs.

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