WHAT'S INVOLVED IN THE NBD AUDIT?

Over many years Verco has worked to make the audit experience as simple and informative as possible for audit hosts. The following guide provides key details about what to expect before, during and after an audit visit.

Before the audit

The key to a successful audit is the auditor being able to access, analyse and understand as much data about the site in advance of the visit as possible. When agreeing to an audit hosts will have been asked to confirm that essential data is available for the auditor to include in the audit process.

This is the point where the auditor will ask to receive the data and start working with it.

Verco have found that the process of collating this data is beneficial to site teams, asset owners and business operators; the insights that can be gained from locating data sets to the feeling of calm organisation from having compiled asset data into one place for review all bring their own unique benefits above that of the audit output themselves.

It is worth remembering that the auditor themselves will be a trained energy professional, there is potential therefore for additional social value for the site team from the opportunity to discuss and learn about the energy performance of the asset with a trained energy specialist.

In advance of the audit your auditor will contact you for a pre audit preparation call to finalise arrangements and ensure the audit is still convenient.

During the audit

A site audit always begins with a quick meeting for introductions, to check that plans for the host on the day haven't changed and explore the host's experience of occupying and operating the premises.

Once this is concluded the auditor will need to be escorted around the premises by either the audit host or their representative, this ensures that:

❖ Disruption to the host organisation in minimised
❖ Access to all areas of the premises is swift and safe
❖ Questions are answered at the time, minimising follow up enquiries
❖ Other members of the host organisation can see the auditor is on site for a legitimate reason.

The auditor will need to be escorted around the entire premises, including where accessible the roof, plant rooms, electrical distribution rooms, store rooms, public spaces, work spaces and all ancillary areas.

The auditor will record key information as they go around the premises which will be used to construct the energy model afterwards.

Documentation: At some point during the audit the auditor will need to review as much documentation relating to the specification and construction of the premises as possible. The more documentation is provided pre audit the less will need to be reviewed on the day.

Photographs: Photographs will be a key component of the evidence gathered especially of documents, building and machinery specifications and areas of the premises. If for any reason audit hosts wish to restrict the use of photography this is not a barrier to an audit being completed. This should be discussed and agreed prior to the tour of the premises.

After the audit

Following the audit, the auditor will build a virtual model of the premises in the IES energy analysis software package and they will compile an underlying evidence pack to support the model and justify the input values specified. The model and the evidence pack will used by UCL to support further research into the breakdown of energy into end uses. A report to the host will typically be provided 2 months after the date of the audit.

At no point will the model, the data it contains, or the underlying evidence be provided to the Department for Energy Security and Net Zero or any other part of government. Six months after the project has ended all the data gathered will be destroyed.