

## Meeting the requirements for ESOS “evidence packs”

The EA’s guidance document ‘*Complying with the Energy Savings Opportunity Scheme*’ states what is needed in your ESOS Evidence Pack. Many of the items can—if you wish—be put in the assessment report. Other items would naturally be stored as separate documents. This table suggests what could be in or out of the report, and also provides cross-references to the ESOS Regulations 2014.

Item	Usually put in report?	ESOS Regulation
contact details of the participating undertakings and the responsible undertaking	Yes	
details of any board level directors or equivalents who have reviewed the ESOS assessment findings	No	
written confirmation from the director(s) to evidence that they reviewed the ESOS assessment	No	31(b)
contact details of your lead assessor and the name of the approved register which they are a member of	Yes	
written confirmation from the lead assessor to evidence that they signed off the ESOS assessment	Separate document	28(1)(d)
the calculation for your total energy consumption ( <i>Note: data must be traceable to authoritative sources. If copies of source data are not archived within the evidence pack, links and references must be recorded in the pack.</i> )	Yes	28(1)(a)(i)
a list of your identified areas of significant energy consumption	Yes	28(1)(a)(ii)
details of the energy audits undertaken including the audit methodology used in your ESOS energy audits	Yes	28(1)(a)(iii) <i>requires simply “the audit”</i>
details of the energy saving opportunities identified	Yes	28(1)(a)(iii)
details of the routes to compliance used to cover each area of significant energy consumption and where applicable evidence (e.g. certificates) of the alternative routes to compliance	Yes	28(1)(b)

Item	Usually put in report?	ESOS Regulation
written agreements to support any disaggregation or aggregation of group members	Separate documents	28(1)(c); and Schedule 2 paras 2, 4, 6, 7 & 11
written agreements to support any alternative responsible undertaking chosen (other than the default highest UK parent)	Separate documents	28(1)(c)
reasons for using less than 12 months of data for the measurement of total energy consumption, if you couldn't do this	Yes	23(7)(b)(ii) <i>relates to reference period only</i>
reasons for using less than 12 months of data to support an ESOS energy audit, if you couldn't do this	Yes	26(8)(b)
reasons for being unable to use verifiable data on energy use or energy expenditure to support your calculation of total energy use	Yes	23(7)(b)(ii) <i>relates to reference period only</i>
the methodology you used for any estimates you've made for energy use or energy expenditure	Yes	23(7)(b)(ii) <i>relates to reference period only</i>
justification, where applicable, where you have not used an energy consumption profile in your audit of an area of significant energy use	Yes	27(2), 27(3), 27(6)
Where applicable, explanation and justification of the sampling approach used for audits of multiple similar assets.	Yes	
After submission, a copy of the acknowledgment email	No	

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