

**Application for recognition of  
product data within an existing  
SAP technology category**

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## **Introduction**

The UK Government's Standard Assessment Procedure for Energy Rating of Dwellings (SAP) and the incorporated version Reduced Data SAP (RdSAP) are the UK's National Calculation Methodologies (NCM) for dwellings. To assess a dwelling's energy performance data is needed that describes the dwelling in terms of the energy performance of the installed construction components and building services equipment. Such data is either generic, determined by the materials and type of product used ("type data") or specific, where validated individual branded product performance data has been made available ("product data").

Product data is held in either the SAP Appendix Q database or the Product Characteristics Database (PCDB). Since the incorporation of new technologies types in the PCDB can only be undertaken when new versions of SAP are issued, product data for new technology types are held initially in the SAP Appendix Q database.

Typically as an interim measure, Appendix Q of SAP provides a means whereby validated individual branded product performance information can be accessed and used as an adjunct to the SAP calculation. A product's performance information is determined by testing against a specification that has been agreed by DECC's NCM contractor, the relevant manufacturer(s) and industry sector representatives. Product data that is listed in the SAP Appendix Q database may migrate to the PCDB when a new version of SAP, incorporating the relevant calculation process, is released. The data will also remain in the Appendix Q database until obsolete versions of SAP have been withdrawn or where it is impractical to include it within the PCDB.

Product's data will be used in preference to any default value to determine the energy performance of the dwelling, providing the product is installed in the dwelling being assessed and can be recognised and identified by the Dwelling Assessor. Acceptance of product data as an input to the NCMs does not denote any form of endorsement, nor does it imply that the dwelling's energy performance rating is better than that obtained using alternative products.

The PCDB and Appendix Q database are provided solely to support the NCMs; they are not intended to support the marketing efforts of manufacturers. To this end, the Terms and Conditions outline how product data listed in the PCDB or SAP Appendix Q database can be referenced in marketing and promotional material.

All manufacturers and suppliers who apply for their products to be recognised as product data must submit validated evidence of performance, produced by testing against an agreed test specification, and agree to be bound by the '*Terms and Conditions applicable to the listing of individual branded product performance data as an input to the National Calculation Methodologies for dwellings*'.

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### **SAP Product Listing - Application Process**

To apply for recognition of product data within the SAP Product Characteristics Database (PCDB) and/or Appendix Q database an application form (this document) should be completed and emailed to: [saproductlisting@bre.co.uk](mailto:saproductlisting@bre.co.uk). The exception is gas, oil and solid fuel boilers and MicroCHP units, where PCDB listings are managed directly by Kiwa Gastec (please visit: [www.boilers.org.uk](http://www.boilers.org.uk)).

The application process for recognition of product data within existing SAP technology categories is outlined within the flow chart in Figure 1. As the diagram shows, applications for products may require completion of some or all of the work packages outlined in Figure 2. This applies to products recognised by either the PCDB and/or the Appendix Q database.

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**Standard Assessment Procedure – Product Listing Application Process**

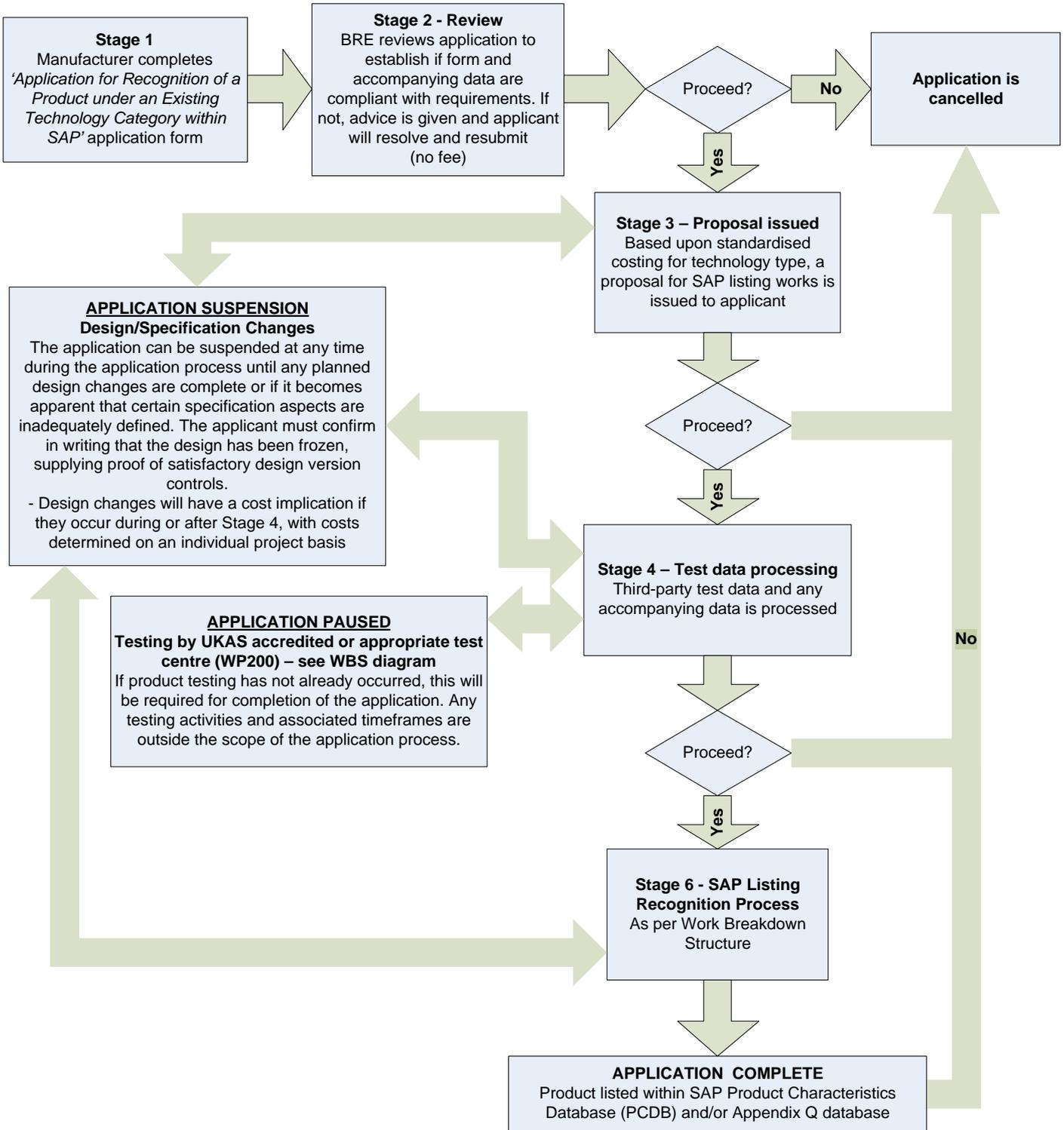


Figure 1 – SAP Product Recognition Application Process

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An indicative Work Breakdown Structure (WBS) has been provided in Figure 2. This defines the typical work packages that require completion by the applicant or NCM Contractor (BRE).

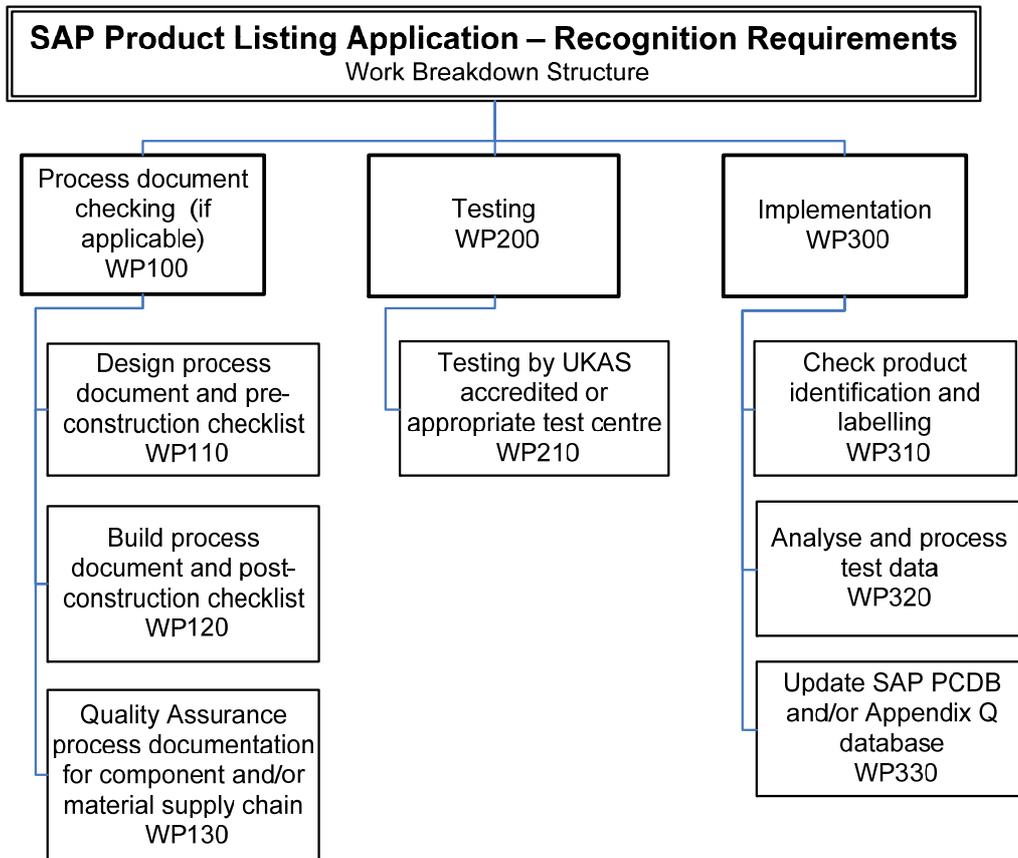


Figure 2 - SAP Product Recognition Application Requirements - Work Breakdown Structure (WBS)

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### Application Form

To apply for recognition of product data within the SAP Product Characteristics Database (PCDB) and/or Appendix Q database, this application form should be completed, signed and sent to: [saproductlisting@bre.co.uk](mailto:saproductlisting@bre.co.uk).

<b>MANUFACTURER/SUPPLIER DETAILS</b>	
<i>This should be the legal trading name of the applicant organisation. If the organisation has products already listed in the PCDB, these details should match those already recorded. This field can also be used to report amendments to existing details.</i>	
Current name of manufacturer, or company responsible for the product in the UK, which may not be the same as the original name.	
Current name (up to 50 chs.)	

Address of manufacturer, or company responsible for the product in the UK. For addresses in the UK the format will normally be as recommended in BS 7666 Part 3 Section 2 Table 1. If the company does not have a UK address then a foreign address is entered, matching the UK format so far as possible. The elements of the address are shown below. (up to a total of 365 chs.)	
Secondary addressable object name (up to 60 chs.)	
Primary addressable object name (up to 60 chs.)	
Designated street name (up to 100 chs.)	
Locality name (up to 35 chs.)	
Town name (up to 30 chs.)	
Administrative area name (up to 30 chs.)	
Postcode (up to 20 chs.)	
Country (up to 30 chs.)	

Phone number of manufacturing company, including international code if not in UK (up to 25 chs.)	
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Company website URL (up to 75 chs.)	
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<b>PRODUCT DETAILS (NCM (SAP) Identifier)</b>	
The original name of the manufacturer, which may be different from the current name. If the same system is sold under more than one manufacturer name then complete a separate form for each (up to 50 chs.)	
Technology Type*	
Technology Category*	
Brand Name (up to 50 chs.)	
Model Name (up to 50 chs.)	
Model Qualifier (up to 30 chs.)	
First year of Manufacture	

\* For example, 'Technology Type' could refer to 'Mechanical Ventilation', whilst 'Technology Category' could refer to 'Mechanical Extract Ventilation'.

**DECLARATION:**

By signing this form, the applicant organisation fully accepts the following:

- 1) The applicant organisation warrants that the description of the products, their technical characteristics, and all test data related to them that has been submitted to the National Calculation Methodologies ("NCM") Contractor, Building Research Establishment Ltd. ("BRE") is true and correct. The test report number is: \_\_\_\_\_ and has been supplied with this application form.
- 2) The applicant organisation agrees that the product when placed on the market shall be identified by a unique combination of brand name, model name and model qualifier (if applicable). This is referred to as the "NCM (SAP) identifier" and is shown above and within the example label below.
- 3) This applicant organisation agrees that the product label featuring the NCM (SAP) Identifier fields is permanently affixed to the product where it is visible for the Domestic Energy Assessor without the need for dismantling the product or any adjacent systems.
- 4) The applicant organisation agrees that, while using the same NCM (SAP) identifier, they will not alter the product in any way that affects its energy performance.
- 5) The applicant organisation confirms their understanding that the modification of a product in any way affecting its energy performance must be distinguished by a new NCM (SAP) identifier.
- 6) The applicant organisation confirms their understanding that if they wish to give a new or additional NCM (SAP) identifier to the same product this must be submitted as a new application, though further testing and analysis will not be required.
- 7) The applicant organisation confirms their understanding that recognition of a product by SAP and the listing of a product in the Product Characteristics Database ("PCDB") and/or SAP Appendix Q database does not represent any form of approval or recommendation by the NCM Contractor (BRE) or the UK Government. The applicant agrees not to use any form of language in product descriptions, specifications, advertising, or promotional material that suggests otherwise.
- 8) The applicant organisation confirms their understanding that 'SAP', 'RdSAP' and 'Appendix Q' are not approval schemes; no approval or endorsement is implied. If a product is recognised by SAP, either in the PCDB or Appendix Q, it does not mean that equivalent or better results could not be obtained with alternative products or dwelling designs.
- 9) The applicant organisation confirms their understanding that the NCM Contractor (BRE) and the UK Government do not accept any responsibility for fitness for purpose, safety, or any regulatory requirements applicable to products listed in the PCDB or the Appendix Q database. Further, NCM Contractor (BRE) and the UK Government do not accept any responsibility for the installation of these products

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10) The applicant organisation has read and fully accepts the terms and conditions applicable to the listing of product data in SAP, which are defined in the document: 'Terms and Conditions applicable to the listing of individual branded product performance data as an input to the National Calculation Methodologies for dwellings', available at: [http://www.ncm-pcdb.org.uk/sap/filelibrary/pdf/SAP\\_Terms\\_and\\_Conditions\\_-\\_11\\_07\\_12.pdf](http://www.ncm-pcdb.org.uk/sap/filelibrary/pdf/SAP_Terms_and_Conditions_-_11_07_12.pdf)

11) NCM (SAP) Identifier:

The product when placed on the market shall be identified by a unique combination of brand name, model name and model qualifier (if applicable), this will form the NCM (SAP) Identifier within the PCDB.

The company agrees to affix a permanent label to uniquely identify the product that is consistent with the version shown below and displays all NCM (SAP) Identifier fields defined under 'Product Details' above.

Affix label here:

Confirm label position: \_\_\_\_\_

Declaration:

I, the undersigned, have read and fully accept all the above points numbered 1 - 11 and agree to abide to the Terms and Conditions as defined in Point 10). I understand that in the event of any breach of these Terms and Conditions, the NCM Contractor (BRE) reserves the right to withdraw the product from the Product Characteristics Database and/or the SAP Appendix Q database.

I confirm that I have the necessary authority to act on behalf of the below organisation in regards to this declaration.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Date: \_\_\_\_\_