Specification: SPEC:06

PCDB Product Listing Application Process

Issue 1.0

DOCUMENT REVISIONS

Documents will be revised by issue of updated editions or amendments. Revised documents will be posted on the website at www.ncm-pcdb.org.uk/sap.

Technical or other changes which affect product recognition requirements (for example) will result in a new issue. Minor or administrative changes (e.g. corrections of spelling and typographical errors, changes to address and copyright details, the addition of notes for clarification etc.) may be made as amendments.

The issue number will be given in decimal format with the integer part giving the issue number and the fractional part giving the number of amendments (e.g. Issue 3.2 indicates that the document is at Issue 3 with 2 amendments).

Users of this document should ensure that they possess the latest issue.

DOCUMENT REVISION LOG

DATE	VERSION NO.	AMENDMENT DETAILS	APPROVED BY
06/01/19	1.0	First issue	PD

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1. INTRODUCTION

The National Calculation Methodologies for energy rating of dwellings (SAP and RdSAP) are used to support multiple Government policy initiatives. These range from Building Regulation compliance checks and the production of Energy Performance Certificates, to supporting the Green Deal and Energy Companies Obligation (ECO) schemes by enabling the differentiation of improvement measures.

In order to assess a building's energy performance, information is needed that describes the energy performance of the building fabric and building services. Such product performance data is either generic, determined by the materials and type of product used ('type data') or specific, where validated individual branded product performance test results have been made available ('product data'). Product performance data is normally held in the Product Characteristics Database (PCDB) or in some cases the Appendix Q database. Both of these can be accessed at the PCDB website, www.ncm-pcdb.org.uk/sap, and are managed by the NCM (SAP) Contractor (BRE).

The entry of product performance data in the Databases does not denote any form of approval or endorsement of that product, nor does it imply that use of the product will provide a better building energy performance rating than could have been obtained using alternative products.

It should be noted that by accepting an Application for Database Entry, the NCM (SAP) Contractor and the Department for Business, Energy and Industrial Strategy (BEIS) do not warrant the accuracy of the data supplied by Manufacturers or test laboratories. Nor do they accept responsibility for fitness for purpose, safety, or compliance with any regulatory requirements applicable to the product concerned.

Product performance data held in the Databases is provided solely to support building energy performance assessments. It is not provided to assist the marketing efforts of manufacturers. To this end, the Terms and Conditions applicable to the entry of individual branded product performance information restrict how product data entered in the

Databases can be referenced in marketing and promotional material – see here: https://www.ncm-pcdb.org.uk/sap/page.jsp?id=10.

This document contains a procedure for applying to have products listed in the Databases. It is applicable to all Technology types.

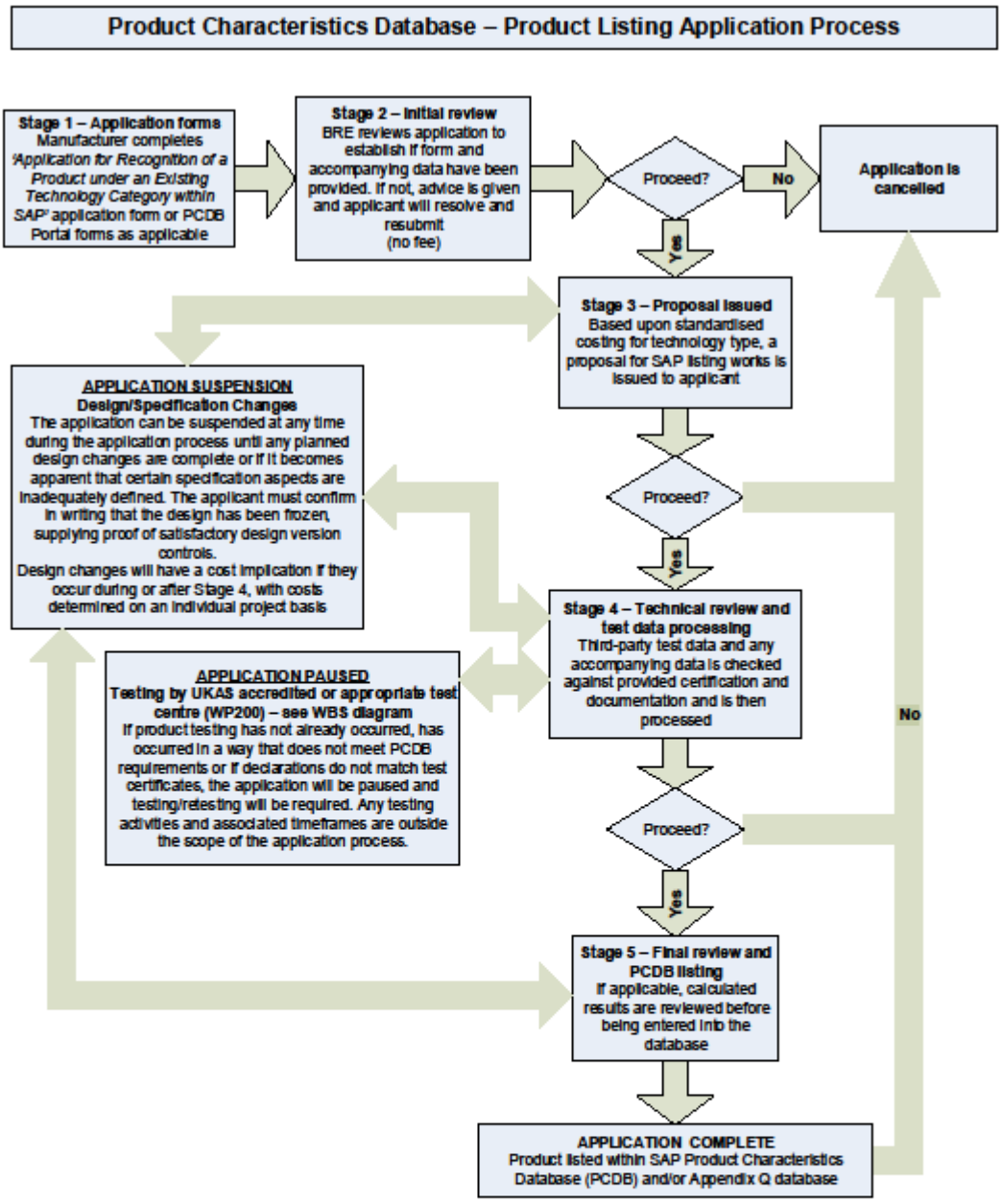
2. DEFINITIONS

National Calculation Methodology (NCM)	A methodology for energy rating that is recognised by the UK Government for compliance with the Energy Performance of Buildings Directive. Two methodologies are recognised for use with dwellings, the Standard Assessment Procedure (SAP) and the Reduced Data Standard Assessment Procedure (RdSAP).
NCM (SAP) Contractor	The organisation responsible for the maintenance and development of the *National Calculation Methodologies*. The current NCM (SAP) Contractor is the Building Research Establishment Ltd (BRE).
Product Characteristics Database (PCDB)	A database created and maintained for the purpose of holding product data to be used by the *National Calculation Methodologies*.
Appendix Q database	A database created and maintained for the purpose of holding product data not recognised by the *Product Characteristics Database,* but resulting from an agreed assessment method.
Database	Either the *Product Characteristics Database* (PCDB) or the *Appendix Q database.*
Manufacturer	Manufacturer or supplier who is responsible for placing a product on sale in the United Kingdom of Great Britain and Northern Ireland and who has submitted an *Application for Database entry*.

Technology type	Categorises the product type in the *Database* by function eg heat pump. Sometimes also referred to as “Product type”.
Technology category	Categorises the product category in the *Database* by function eg air source. It is a sub-category of *Technology type* and is sometimes also referred to as “Product category”.
NCM (SAP) Identifier	A unique name for a particular product that serves to identify it and distinguish it from all others.
Data record	A *Data record* is associated with a product entered in the *Database* and identified with an *NCM (SAP) Identifier*. It is generated with test data submitted by a *Manufacturer* to the *NCM (SAP) Contractor* or their contractors.
Application for Database Entry	The procedure defined in this document.

3. APPLICATION PROCESS

3.1 Process Flow Chart



Note: a larger version of this flow chart can be found on the PCDB website[1].

[1] http://www.ncm-pcdb.org.uk/sap/page.jsp?id=7

3.2 Stage 1 – Application forms

For all products, the application process begins with a product manufacturer filling in application forms which are primarily to ensure a) that the data provided has been declared as correct by the manufacturer and b) that the *'Terms and Conditions applicable to the entry of individual branded product performance information into the Databases'* have been agreed to. The process typically begins on the NCM PCDB support website's database applications page (http://www.ncm-pcdb.org.uk/sap/page.jsp?id=7) which provides links to the appropriate forms.

For technology types that are already listed in the PCDB, there are three different application routes depending on the type of technology. For heat pumps and mechanical ventilation products, the PCDB application portal (https://www-apply.ncm-pcdb.org.uk/) must be used. Here, a manufacturer can fill in online application forms and submit relevant documents. For boilers & micro-CHP products, spreadsheet-based application forms must be filled in and submitted to Kiwa UK Ltd. For other product types, a PDF based application form must be completed and submitted to BRE along with any relevant declarations and test reports. These vary depending on the type of product that is being applied for[2].

For technology types that are not currently listed on the PCDB, the Appendix Q process must be used. As this is a bespoke process which aims to recognise technology types not currently covered by the PCDB, the process for these products does not follow that described in this document but is explained separately in SAP New Technology Recognition - Application Process.

3.3 Stage 2 – Initial review

The second step involves BRE (or Kiwa for boilers and micro-CHP) conducting an initial review of the application. This consists of basic checks which include, for example, checking that all required form fields are filled in, documents are in a format that can be

[2] The application forms/processes for these products are being transitioned over to the PCDB application portal which will ensure consistency for manufacturers in the future.

opened and viewed and the correct technology type and category has been used. At this stage, no technical checks are carried out and the data accuracy is not checked.

3.4 Stage 3 – Proposal issued

Having completed the initial review, a proposal will be sent to the manufacturer providing the details of the work that will be carried out for the reminder of the application process and the associated fees required. These fees are based on fixed costs dependant on the technology type though these are subject to review at the discretion of BRE/BEIS.

Once the proposal has been sent, BRE will not continue any further processing of the application until the proposal has been accepted and payment has been received.

3.5 Stage 4 – Technical review and test data processing

Once BRE has received acceptance and payment, Stage 4 will begin. For most products, this involves technical experts checking that the information provided in the application forms, test reports and any other relevant documentation is correct and coherent. Some steps that may be taken include:

- Checking of the test laboratory used and their accreditation status
- Checking test report data matches application forms
- Ensuring product labelling is clear and consistent
- Sense checking that results appear to be within expected ranges
- Examination of declarations made by the manufacturer

For boilers and micro-CHP applications, these steps are carried out by Kiwa.

As this review stage is intended to be an independent assessment, it is typically conducted without communication with the manufacturer. Exceptions to this include situations where BRE (or Kiwa) require clarification or additional data[3] from the manufacturer.

[3] As Stage 2 consists of basic checks, the more thorough checks at Stage 4 can highlight missing data which would only be found at this Stage.

3.6 Stage 5 – Final review and PCDB listing

The final Stage of the application process will begin with carrying out any necessary calculations. This step is required for certain technology types such as heat pumps and boilers. Full details of the calculations carried out for different product types are available on the PCDB website[4].

The final step involves a final quality assurance review of these results by a member of the BRE SAP team as well as a final overall review of the application. This will involve some of the checks from previous Stages and a sense check of the results from any calculations.

If these checks are successful, the product will be accepted and entered into the Database which is deemed the end of the application process.

3.7 Application suspension

During the application process, a manufacturer may decide to make changes to a product's design which affects its performance. Under these circumstances, an application may be suspended. These changes would typically require further testing to be carried out so it would be deemed inappropriate to use reports which relate to a previous version of the product.

The costs associated with this are variable and dependant on factors such as the extent of the change and the Stage at which the change is made. This cost would be communicated with the manufacturer on an individual basis.

[4] For all PCDB versions on http://www.ncm-pcdb.org.uk/sap/page.jsp?id=23 and http://www.ncm-pcdb.org.uk/sap/page.jsp?id=24

To resume an application from suspension, the manufacturer would be required to provide written confirmation that a change has been completed along with new test data for the new version of the product.

3.8 Application paused

Any part of the application process may flag that product testing has not occurred, has occurred in a way that does not meet PCDB requirements or that declarations do not match test certificates. In these cases, the manufacturer will be informed of the findings and the application process will be paused. As this testing would be outside the scope of the application process, the timescales associated with a paused application can be highly variable and dependant on the manufacturer.

3.9 Application cancelled

If from Stage 2 onwards, the result of a Stage is negative, an application may be cancelled. Examples of negative results include a product not fitting into an existing technology type or category, a manufacturer not accepting the terms and costs of the proposal or a manufacturer being unable to produce the necessary test reports.