



#### **Overview**

This standard is for those who produce and issue air tightness reports on the air permeability of buildings of any size or complexity. It covers those activities involved in preparing and issuing the air tightness test report.

You must prepare a report which identifies the building tested, the envelope area and the calculations used to arrive at values, as well as the methodology and equipment used. You must produce reports in accordance with company procedures, the relevant standards and the requirements of the registration scheme.

#### Prepare and issue the air tightness test report



#### Performance criteria

You must be able to:

P1 interpret and evaluate test data results checking for accuracy of entries and correct number

P2 apply any correction to data using standard equations and correction methodologies

P3 ensure the test result is expressed in accordance with the test standard requirements

P4 identify any deviations from the relevant standards within the report

P5 check air tightness against target value

P6 ensure report correctly identifies tester, the customer, the building and its address and has a unique test reference

P7 make reference to the quality procedure used and any complaints procedure in operation

P8 provide details of the building in relation to:

P8.1 location

P8.2 date of construction

P8.3 type of heating, ventilation and air conditioning and any other information specified in the relevant Standard

P8.4 parts of the building envelope that were tested

P8.5 building envelope area/volume

P8.6 purpose of the test

P9 provide detailed results for:

P9.1 average zero flow pressures including positive and negative pre and post test values

P9.2 the table of building pressures and fan flow rates

P9.3 air leakage graph

P9.4 pre and post test inside and outside temperatures

P9.5 pre and post test wind speed and exposure if required

P9.6 pre and post test barometric pressure

P10 identify the test standards used and any deviations from them

P11 provide details of all equipment used and its calibration status

P12 provide descriptions of the general status of openings in the envelope and which temporary seals were in effect at the time of the testing

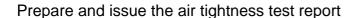
P13 identify the test methodology used

P14 identify the regulatory framework applicable to the test procedure and report

P15 provide details of registration scheme

P16 provide additional information on the air permeability for buildings of the same type which were not tested

P17 where applicable identify pass or failure of the building





P18 cross reference all photographs, drawings and calculations to components of the test report

P19 provide any disclaimers regarding the nature, conduct and interpretation of the test report

P20 produce a draft result and issue a final report after further checking along with a Certificate as required

P21 report when test was abandoned and clarify that results cannot be used for compliance purposes

P22 provide recommendations for any remedial action or improvement to the building and any further testing required

P23 re-issue reports in the case of identified errors clearly stating the context for re-issue

P24 ensure that all data are held securely and conforms with data protection requirements

P25 keep all records of test data, calculations and all other necessary information as an audit trail

P26 keep all records for the prescribed period of time

### Prepare and issue the air tightness test report



# Knowledge and understanding

You need to know and understand:

K1 the relevant and current test standards and regulations to be applied

K2 the reporting requirements for each regulatory framework

K3 methodologies for the interpretation and evaluation of test data results including the checking for accuracy of entries, correct number and intervals of individual measurement and the completion of all required information fields to ensure the test was valid

K4 ways of correcting data using standard equations and correction methodologies

K5 the correct form of expressing the final test result

K6 how to select opinions and interpretations of data and processes during and after testing

K7 how to check air permeability against Design Air Permeability

K8 the required content fields for the final test report

K9 the appropriate test methodologies and quality procedures including any complaints procedure in operation

K.10 the correct format for the provision of detailed pre and post test results for:

K10.1 average zero flow pressures including positive and negative test values

K10.2 inside and outside temperatures

K10.3 wind speed and exposure where required

K10.4 barometric pressure

K10.5 table of building pressures and fan flow rates

K10.6 air leakage graph

K10.7 air permeability results

K11 how to identify the test standards used and any deviations from them

K12 the requirements for reporting on equipment used including fan types and location with serial numbers, calibration certification and calibration expiry dates K13 how to report on the general status of openings in the envelope and which temporary seals were used at the time of testing

K14 the registration schemes in operation and their quality assurance role

K15 the importance of cross referencing all photographs, drawings and calculations to components of the test report

K16 the nature and wording of disclaimers regarding the nature, conduct and interpretation of the test report

K17 methods of reporting when test was abandoned with reasons and the need to clarify to clients that results cannot be used for compliance purposes K18 ways of securing and maintaining data for audit and other purposes K19 data protection requirements and Standards



## Prepare and issue the air tightness test report

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