
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.

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

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- 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

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

ASTATT5

Prepare and issue the air tightness test report



Developed by Asset Skills

Version Number 1

Date Approved November 2014

Indicative Review Date November 2019

Validity Current

Status Original

Originating Organisation Asset Skills

Original URN ASTATT5

Relevant Occupations Air Tightness Tester

Suite Air Tightness Testing

Keywords air tightness reports; air permeability
