Publishing a Domestic BER

User Guide

DEAP is the official procedure for the calculation of energy performance of domestic buildings in Ireland for the purposes of producing Building Energy Ratings (BER) and demonstrating compliance with Part L of the Building Regulations for Domestic Buildings.

This document describes the procedure to publish BER assessments and upload them to the domestic BER administration system, NAS. The DEAP Manual, DEAP Survey Guide and DEAP Guidance Document, which detail the assessment methodology for domestic buildings, must be followed alongside this document.

BER Assessors, building designers and other users must ensure that they are using the latest version of this document and accompanying software. Information and any updates will be published on the SEAI website at https://www.seai.ie/energy-in-business/ber-assessor-support/

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1. Introduction

The DEAP software is the official software used to produce BER assessments in accordance with the DEAP methodology. The software is available for anyone to use, though only registered BER Assessors can publish BERs.

BERs are published to the BER Register – the register can be accessed through the BER National Administration System (NAS). Only registered Assessors have access to the NAS.

The process for publishing a BER is now carried out wholly within the DEAP software.

Section 2 of this document sets out the steps of publishing a BER:

- Survey progress
- Starting the publication process
- BER validation and upload
- The Advisory Report Builder
- The BER at NYP
- Completing the publication process

The appendices provide additional relevant information:

- Appendix A has information on troubleshooting validation errors
- Appendix B gives an outline of the National Administration System (NAS)
- Appendix C shows how to upload supporting evidence to the DEAP software

2. Publication in DEAP

The publication of domestic BER assessments to the BER Register, which can be viewed by an Assessor on the National Administration System (NAS), is now carried out within the DEAP software.

The publication process in DEAP will be described in this document using the example BER shown below:
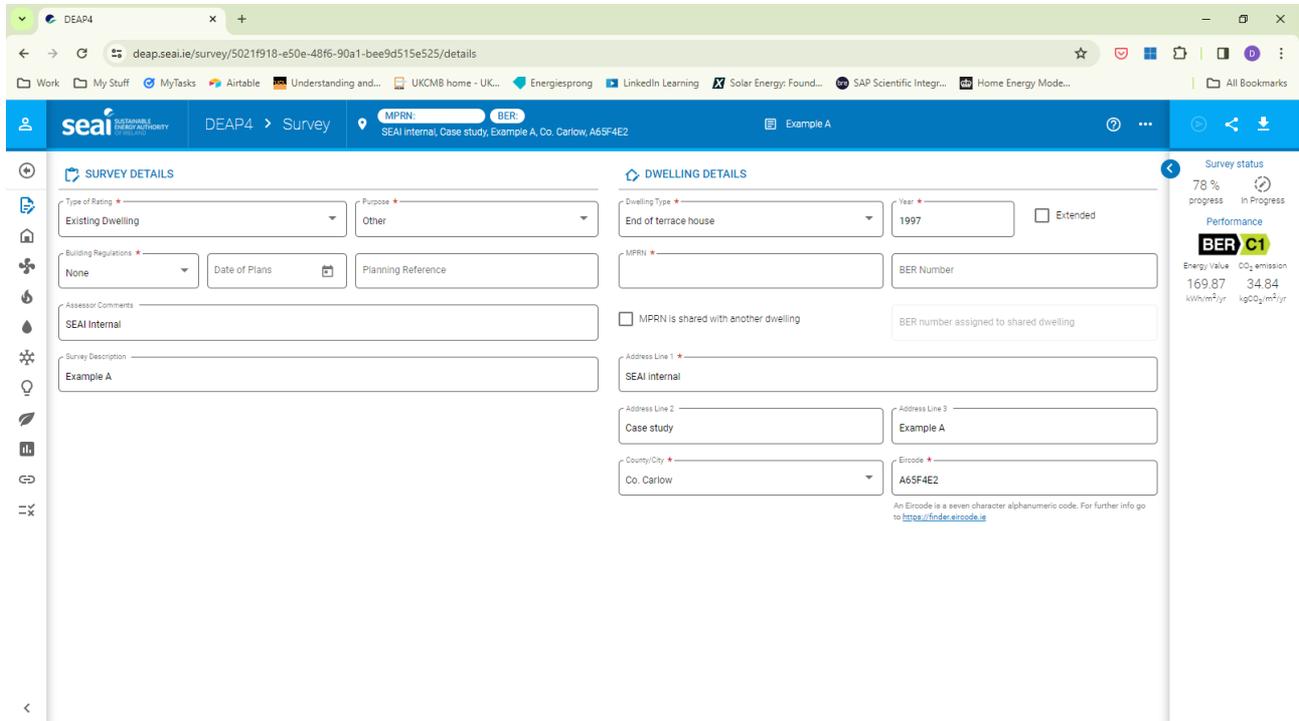
2.1 Survey Progress

There is a minimum amount of information that must be entered before an assessment can be published, in order to avoid scenarios where, for example, a BER is published for an assessment even though a main space heating system has not been selected.

In DEAP, this is measured by the percentage progress of the survey which is displayed on the right hand side of the DEAP screen:
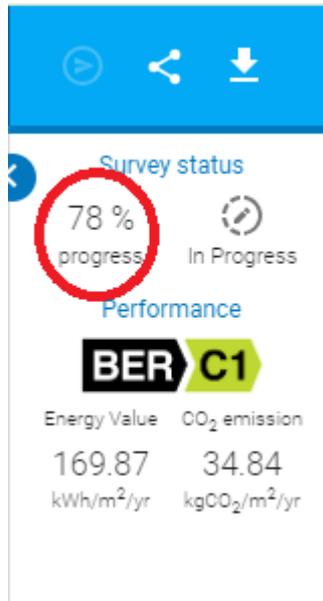
In terms of the DEAP software, the survey must have proceeded to 78% completion before you can proceed to publication. By clicking on the progress tracker, you will be able to see all elements of the survey that need to be completed as part of the publication process:

If you haven't already done so, you should now upload supporting evidence to DEAP.
(Read **Appendix C** for details on how to upload evidence to DEAP).

Once that is done you can complete the Evidence Checklist on the Evidence page of DEAP

If you are happy that all necessary evidence has been uploaded, as detailed on the confirmation screen above, then tick the "Confirm" checkbox and then click "Save" to proceed.
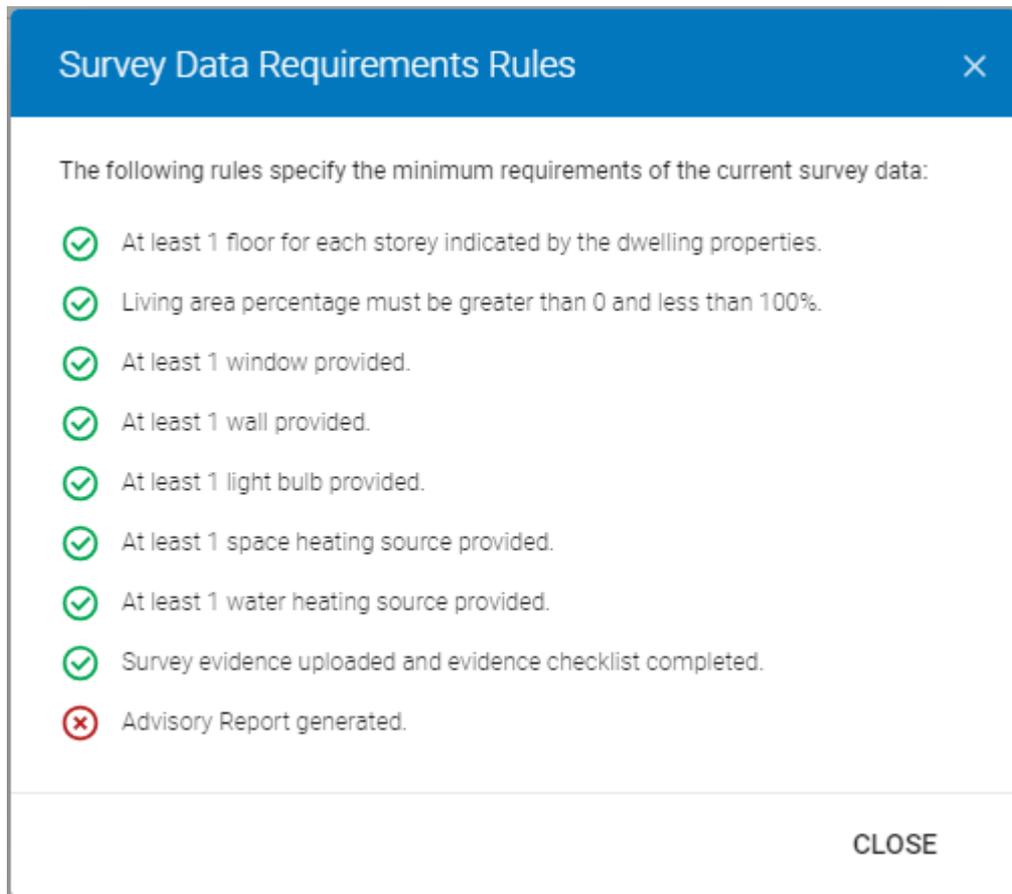
You will see that the progress tracker has now moved to 89%,
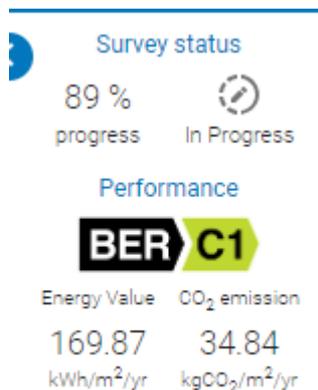
and if you click on the progress tracker you will see that the only remaining task is to generate the Advisory Report:

Survey Data Requirements Rules   ✕

The following rules specify the minimum requirements of the current survey data:

- ✓ At least 1 floor for each storey indicated by the dwelling properties.
- ✓ Living area percentage must be greater than 0 and less than 100%.
- ✓ At least 1 window provided.
- ✓ At least 1 wall provided.
- ✓ At least 1 light bulb provided.
- ✓ At least 1 space heating source provided.
- ✓ At least 1 water heating source provided.
- ✓ Survey evidence uploaded and evidence checklist completed.
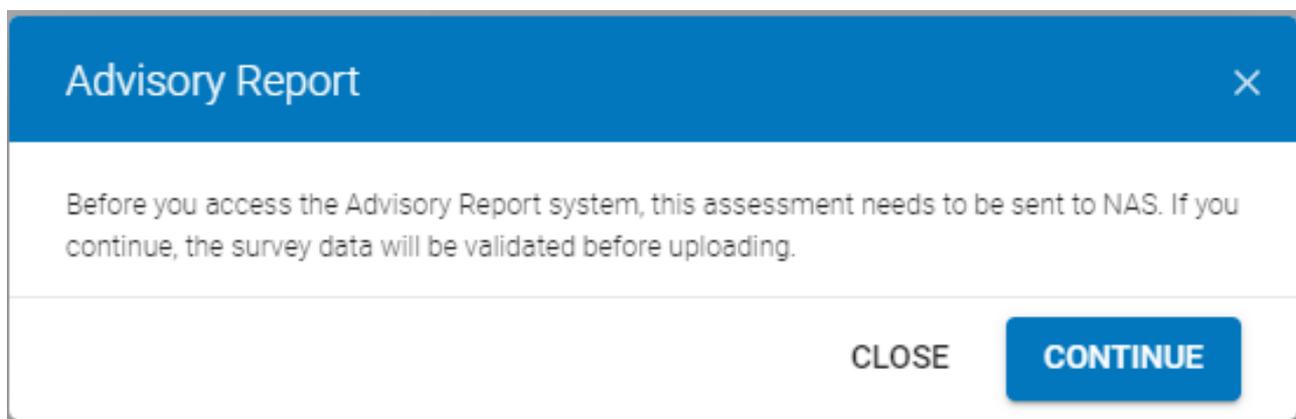- ✗ Advisory Report generated.

CLOSE

2.2 Beginning the publication process

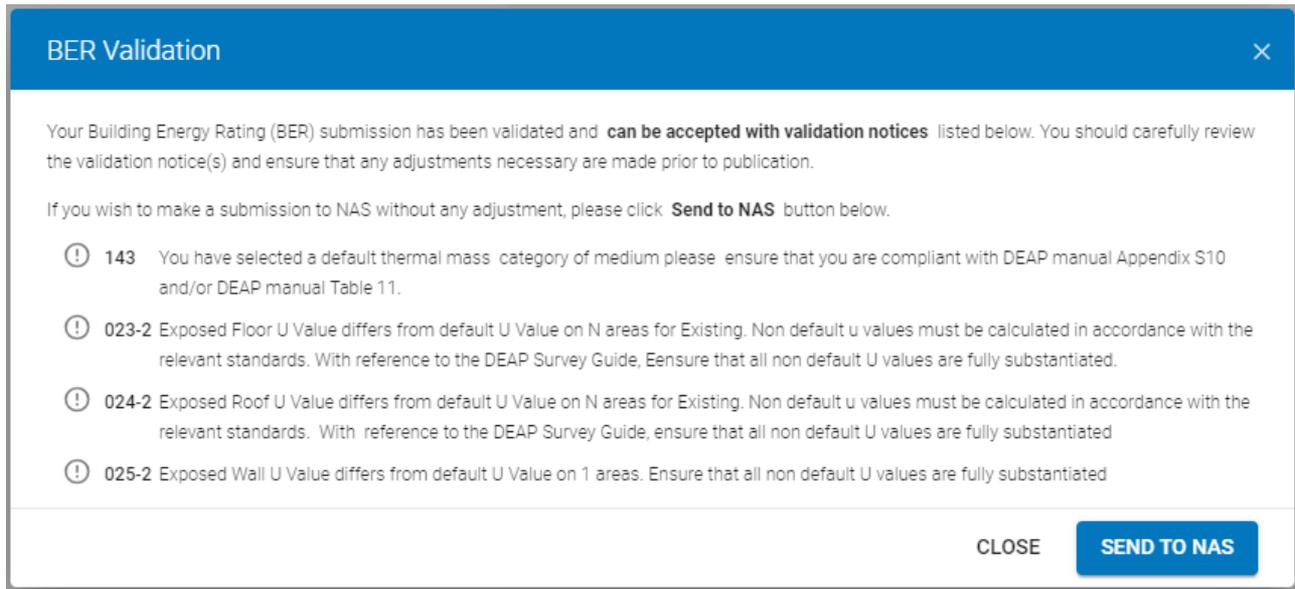To begin, click on the Advisory Report icon on the left hand menu:
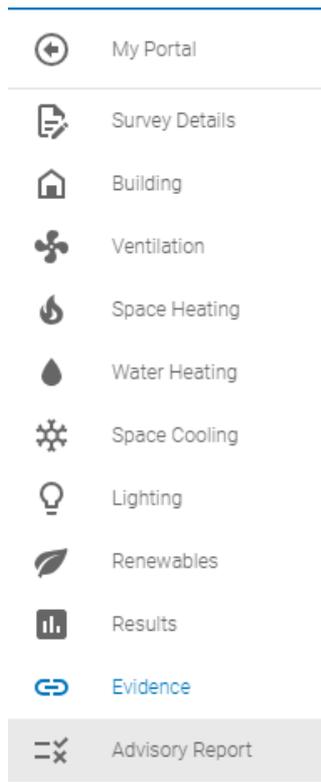
The following prompt appears:

Click 'Continue' to proceed.

The survey data is then put through a validation process.
The results are presented on the next screen.

2.3 BER validation and upload

The first sentence on this screen sets out whether the BER can proceed to publication.
In this example there are validation notices but the BER can proceed to publication.

(See the troubleshooting section in Appendix A for situations where the BER cannot proceed to publication).

In the example above,
- the first notice is about the use of a default value;
- the other 3 notices refer to the use of non-default U-values.

If a notice on this screen highlights a data point that is incorrect, then you should click 'Close' and make the necessary adjustments before re-starting the publication process.

If you are happy to proceed, click 'Send to NAS' to continue.

Once the BER has uploaded to NAS the following screen appears:
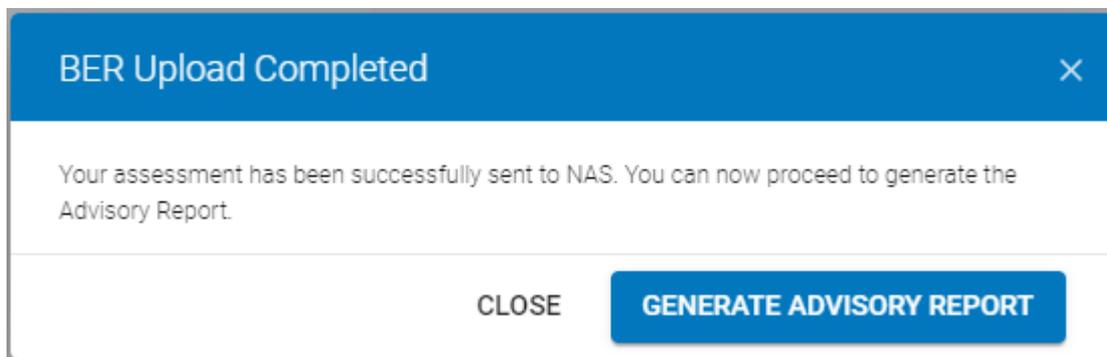
You can generate the Advisory Report at this point, or if you prefer you can do it at a later time.

In this example we will proceed to generate the Advisory Report – to do this click the 'Generate Advisory Report' button.

2.4 Advisory Report Builder

The advisory report builder will open, as shown below.

The builder will automatically select a number of default upgrade measures for the assessor. These pre-selected upgrades are based on the BER inputs. These should be reviewed to ensure they are appropriate for the particular dwelling. They can be changed if required, based on the assessor's observations during the site survey or based on discussions with the homeowner.

The information provided on the right-hand side of the upgrade builder provides the assessor with up-to-date information on the estimated 'upgrade impact' the selected suite of measures has on the inputs within the BER.
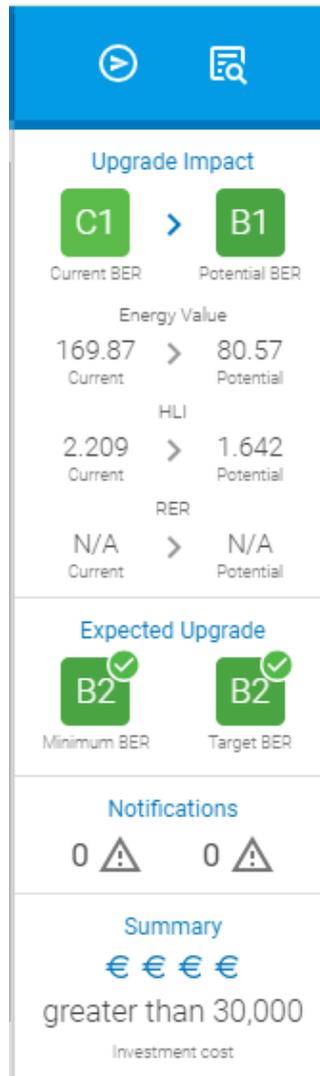
Upgrade impact summary results display the current and potential energy impact for the BER, energy value, HLI and RER, along with an overview of the minimum and target potential ratings, notifications displaying indicators for errors and warnings and cost indicator for the package of measures selected.

In the example above,

- The current BER is C1 - 169.87 kWh/m^2/year - and the potential upgrade is to a B1 - 80.57 kWh/m^2/year.
- The current HLI is 2.209 W/K/m^2 and the potential upgrade is to a HLI of 1.642 W/K/m^2.
- The cost estimate for the upgrades selected is greater than €30,000.

This document gives a very brief summary of how to generate the Advisory Report as part of the domestic BER publication process. For a fuller understanding of the Advisory Report see the "BER Advisory Report Guidance Document", which provides guidance for BER assessors on how to use the advisory report builder and an understanding of the information contained within the advisory report, including,

- Logic and approach of the recommendations
- Upgrades and recommendations.
- Minimum and target BER improvements
- Advisory report builder.
- Errors, warnings and solutions

Once you are ready to proceed, click the left-hand button in the top right corner of the Upgrade Builder,
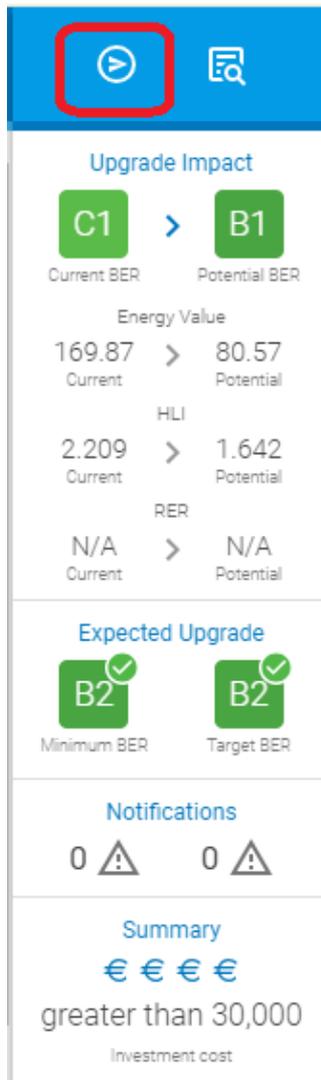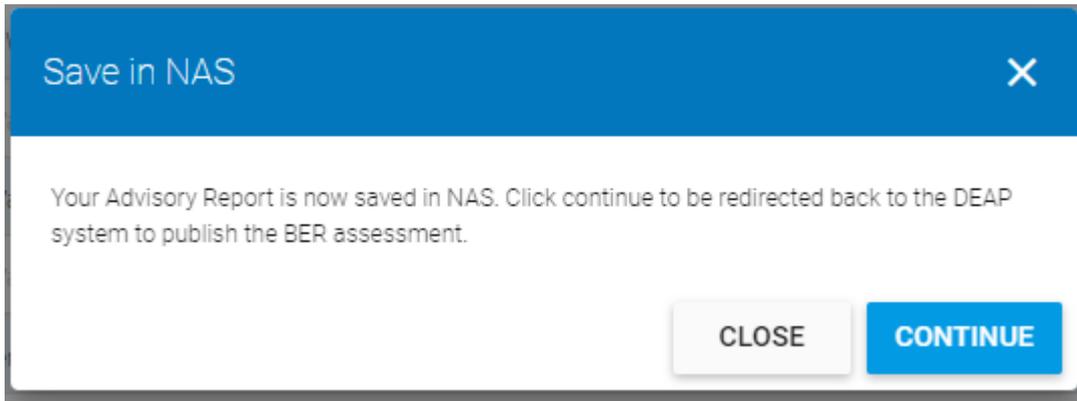

This saves the Advisory Report to NAS and you may then proceed to publish the BER to the register.
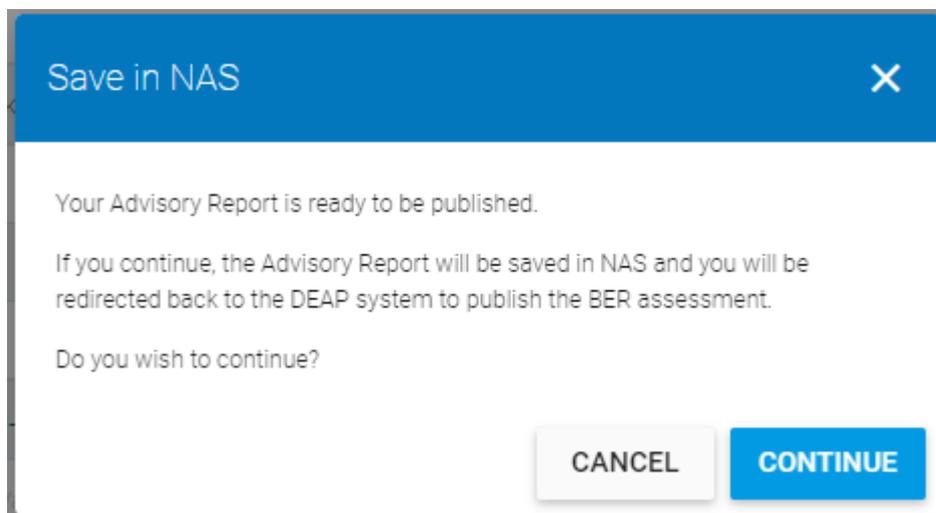
Click 'Cancel' if you do not wish to proceed at this point.
Click 'Continue' to proceed to publication, which brings up the next screen.

2.5 The BER at NYP

As the message says, the Advisory Report has now been saved to NAS but the BER has not yet been published.

If you look for the BER on the NAS you will see that the status is set to NYP – Not Yet Published.

2.6 Completing the publication process

To publish, click 'Continue' which brings you to the confirmation page in DEAP.

At this point the Assessor is asked to confirm that they are accepting full responsibility for the accuracy and completeness of the BER, that any validation notices have been reviewed and changes made as appropriate, and that records will be maintained in support of the rating.

Also at this point the assessor must select the address that will be published on the BER certificate. The address entered by the assessor when the survey was created may be different from the address associated with the MPRN – the most accurate address should be chosen.

It is up to the Assessor to make sure that they publish the rating under an accurate postal address.
The address should allow for unique identification of the property in so far as possible, and in such a way that prospective purchasers or renters (or their agents) will be satisfied that the rating before them in fact relates to the property in question. Any ambiguity in addresses should be eliminated or Assessors run the risk that a rating will be revoked and will thereafter need to be republished with a satisfactory address.

Assessors should confirm the postal address with the building owner. In addition, there are several tools available to assist Assessors in verifying the postal address, as detailed in the DEAP Survey Guide.

By clicking 'Continue' the Assessor is brought to the publication page.
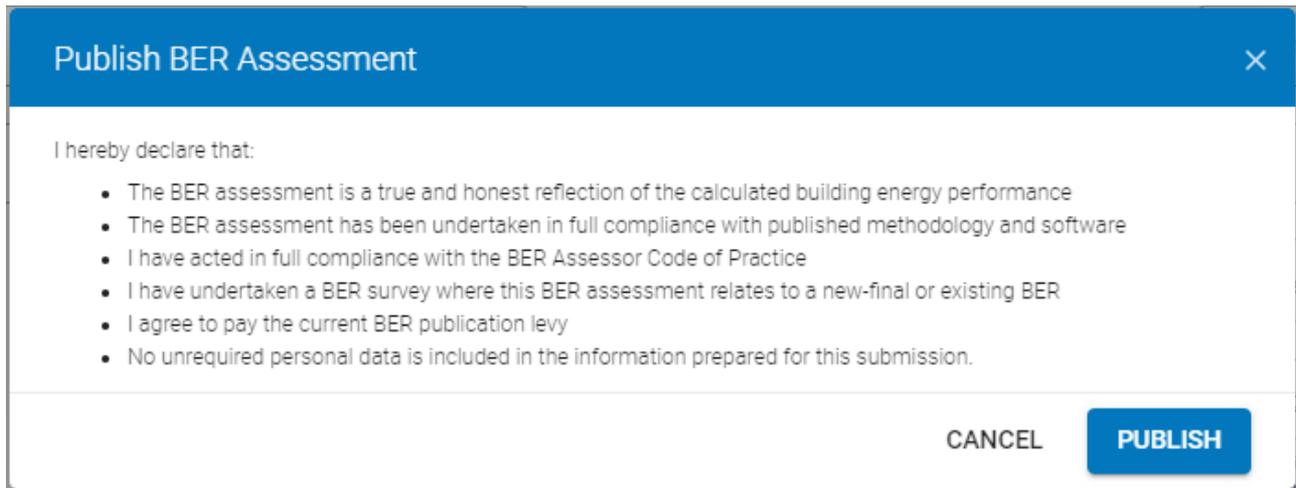
The assessor is asked to confirm the accuracy of the BER as detailed in the screenshot above.

By clicking 'Publish' the assessor is confirming the points listed and the BER will be published to the BER register.

The following screen opens, allowing the Assessor to download the Advisory Report and BER Certificate.
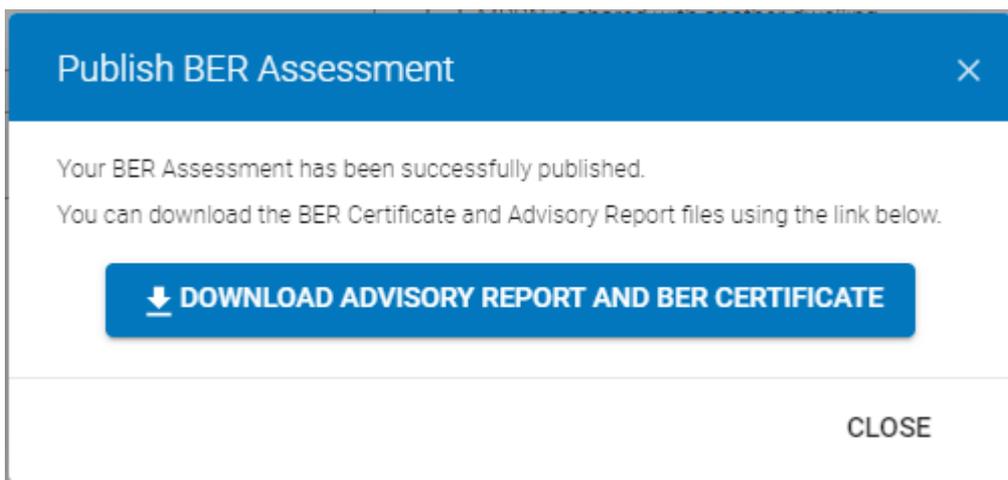
Note that in DEAP the status of the survey has now changed to "Published", stating the publication date and the date until which the BER is valid (unless superseded).

The download button allows you to download the Advisory Report and BER Certificate at any subsequent time.

3. Appendix A – Troubleshooting validation errors

Errors flagged in validation will prevent the BER from being published.

These errors often relate to the incorrect use of an MPRN or BER Number, e.g.

Error 107 – "MPRN Number already exists on file, but this is a first time rating. BER Number on file = {X}"

- In this situation, a BER has previously been published for the MPRN used for this dwelling, so one of the following approaches should be taken, as appropriate:

  o If this is the same dwelling as for the BER previously published with this MPRN, the previous BER Number must be entered in the Dwelling Details section of DEAP;

  o If this is a different dwelling, using the same MPRN, then in the Dwelling Details section of DEAP the "MPRN is shared with another dwelling" checkbox should be ticked, and the BER Number assigned to the shared dwelling should also be entered.

Some data-related errors will also lead to rejection. These are usually self-explanatory and need to be fixed before you can proceed with publication, e.g.

Error 52 - No fuel specified for Main Water Heating System
As the error notice suggests, you need to specify a fuel for the main water heating system.

The text of the error notices are intended to give the assessor a clear idea of what the error is so please take care to read the notice before proceeding to resolve the issue.

4. Appendix B – the BER National Administration System (NAS)

Upon completion of registration, each Assessor is given access to the BER National Administration System (NAS). NAS is an online system accessed via a web browser.

The NAS login page requires users to enter their Assessor Number and password:

When logged in the following message is displayed:

Click "Accept" to proceed to the NAS home page.

There are two menus located at the top of the page.

Above the banner are the details of your Assessor account:

with links for changing password, viewing your account details, and logging out of NAS.

Below the banner is a menu for navigation through the NAS website:

Search Ratings
Click on the Search Ratings link to open the search screen:

Search Ratings

BER Number:	
MPRN:	
Eircode:	
Your Ref.:	
Public Search:	☐
Date of Issue:	Between 21/05/2024 And 21/06/2024
Development Name:	
Developer Name:	
Client Name:	
ResultID:	
Type Of Rating:	All ▾
Status:	All ▾
Include Expired Ratings:	☐

[Search]   [Reset]

This is a standard search screen with a variety of search options.

Note that in this search – and throughout NAS – the Assessor can only view BERs published to NAS using the Assessor's account. You cannot view BERs published by other Assessor accounts.

The primary search options relate to the BER record itself –
- BER Number,
- MPRN,
- Eircode,
- Date of Issue,
- Type of Rating (New Provisional, New Final, Existing).

If you leave the search terms unchanged, then by default the search will return all BERs published by this Assessor account within the last month – in this case there is only one:

Search Results

BER Number	MPRN	Result ID	Your Ref.	Address	County	Processed/ Issued	Type Of Rating	Errors/ Notices	XML	BER Cert	Advisory Report	Status
			Example A (copy)	SEAI INTERNAL CASE S...	Co. Carlow	05/06/2024 15:47	Existing	⚠ x 4	XML	🖼	📄	Published

[Search Again]

The BER certificate can be downloaded by clicking on the BER Cert image:

The Advisory Report can be downloaded by clicking on the Advisory Report image:

Errors and notices can be viewed by clicking the warning image, x 4   which opens the Notice Details page:

Notice Details

BER Number:		**Download AR :**		
MPRN:				
Your Ref.:	Example A (copy)			
Status:	Published			

Code	Description	Type	Severity
143	You have selected a default thermal mass category of medium please ensure that you are compliant with DEAP manual Appendix S10 and/or DEAP manual Table 11.	Notice	3
023-2	Exposed Floor U Value differs from default U Value on N areas for Existing. Non default u values must be calculated in accordance with the relevant standards. With reference to the DEAP Survey Guide, Eensure that all non default U values are fully substantiated.	Notice	3
024-2	Exposed Roof U Value differs from default U Value on N areas for Existing. Non default u values must be calculated in accordance with the relevant standards. With reference to the DEAP Survey Guide, ensure that all non default U values are fully substantiated	Notice	3
025-2	Exposed Wall U Value differs from default U Value on 2 areas. Ensure that all non default U values are fully substantiated	Notice	3

More Info on Errors / Notices

Download: XML

These are the same notices that were highlighted at the Validation stage of publishing the BER (Section 2.2 of this document).

Clicking the BER Number link allows you to view the details of the published BER:

Rating Details

BER Number:	▆▆▆▆
MPRN:	▆▆▆▆
Your Ref.:	Example A (copy)
Project Comment:	SEAI Internal
Assessor Name:	SEAI Internal
Assessor Number:	▢
Developer Name:	
Development Name:	
Date of Assessment:	09/05/2024
Date of Submission:	05/06/2024 14:36
Date of Issue:	05/06/2024 15:47
Valid Until:	05/06/2034
Client Name:	
Dwelling Address: (as published)	SEAI INTERNAL CASE STUDY EXAMPLE A CO. CARLOW
MPRN Address:	
Type Of Rating:	Existing Dwelling
BER Submitted:	Yes
CDER Value:	32.51
Building type:	End of terrace house
Energy Value:	159.32
Energy Rating:	C1
ResultID:	▢
DEAP Version:	4.1.0
Download XML:	XML
Download Certificate:	🔲
Download Advisory Report:	📄

Notice Details   **Search Results**

Returning to the main menu to look at other options:

NYP

NYP stands for Not Yet Published. These are BERs that have been uploaded to NAS but the final step of publication has not yet been completed.

Rejects

These are BERs that have not passed the Validation stage and need to be corrected in order to publish.

Repairable

A BER Submission is placed in the Repair Queue when the BER and/or MPRN number submitted is incompatible with a BER record already held on the National BER Register.
You may discard the repair and resubmit it after correction, or request assistance from the BER Helpdesk.
See Appendix A for more information on how to resolve these issues.

Public

This search is the same as the main search except that it only looks at published BERs (the main search can also return BERs at NYP, for example).
As noted earlier, this search will only return BERs published by this Assessor account – it will not return BERs published by other Assessor accounts.

MPRN Utility

The MPRN Utility allows you to check whether an MPRN is valid and associated with the correct dwelling.

In the example below, an MPRN that does not exist produces a warning message:

Notice Board

The NAS home page has a notice board where notices from the Helpdesk are occasionally published:

Registration Info

The NAS homepage shows the current registration information for the Assessor:

5. Appendix C - Uploading evidence to a survey in DEAP

In DEAP, navigate to the Evidence page for the survey through the left hand menu:
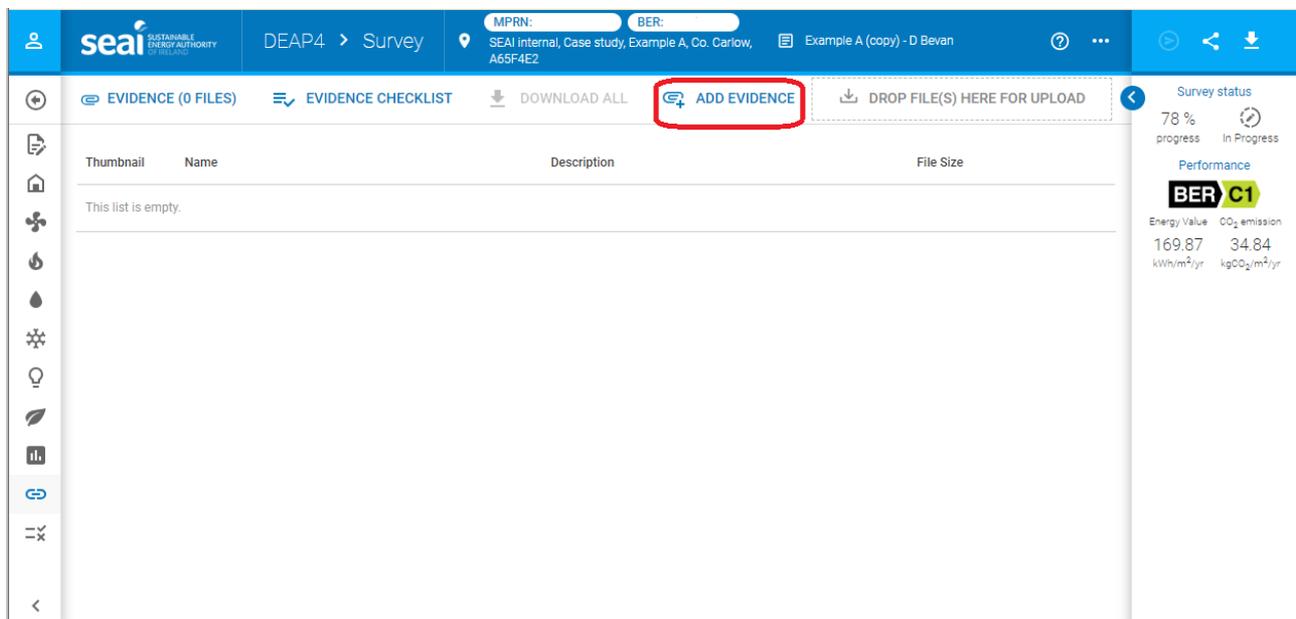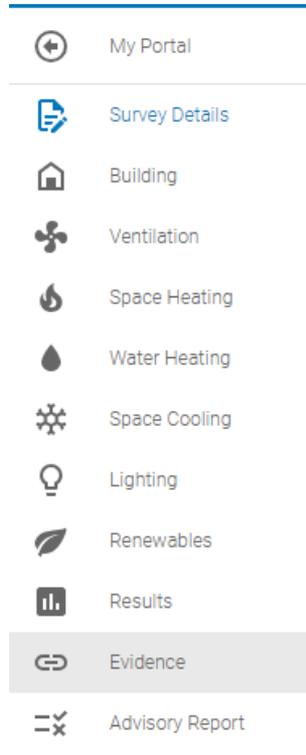
To add a file to the evidence page, click the 'Add Evidence' button on the top menu. This opens to the file selection dialogue. Navigate to the folder where the evidence file is stored on your computer.

Select the file you wish to upload and click "Open".
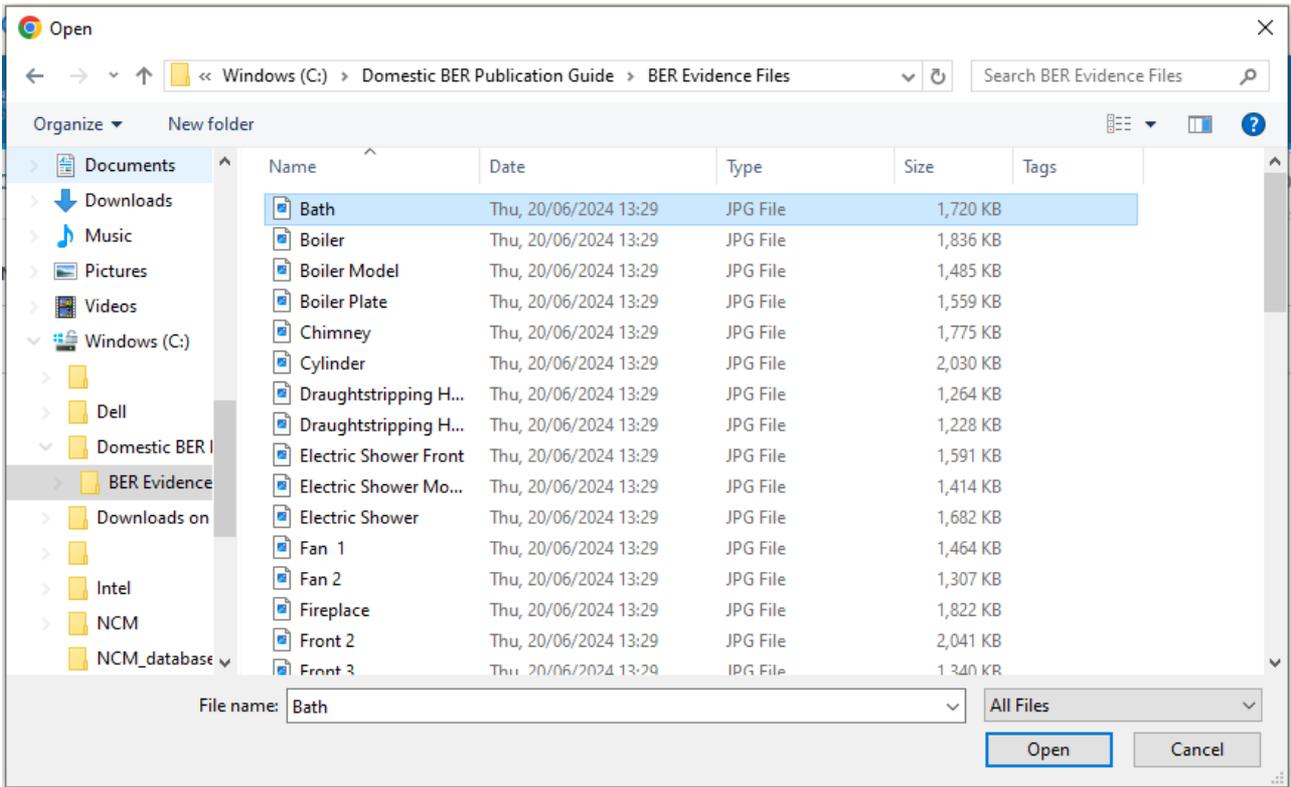
In this example a JPG file titled "Bath" is selected. By clicking the "Open" button the file is then uploaded to DEAP and displayed in the evidence list:
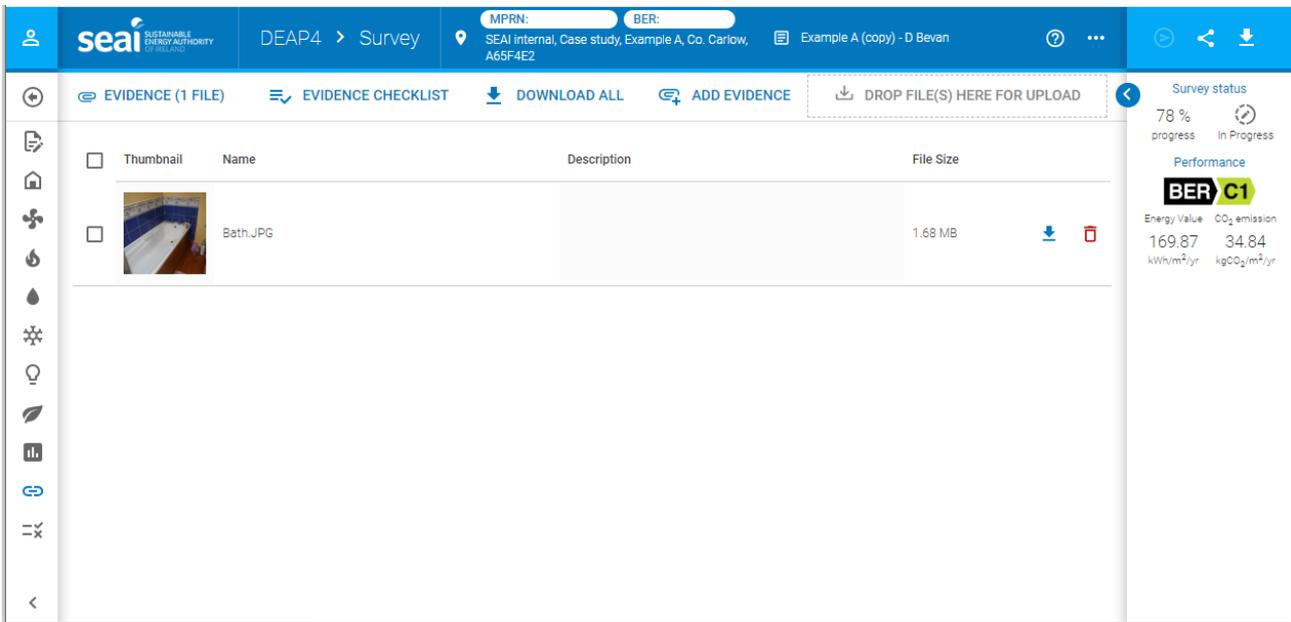
Clicking on the file listing in DEAP,
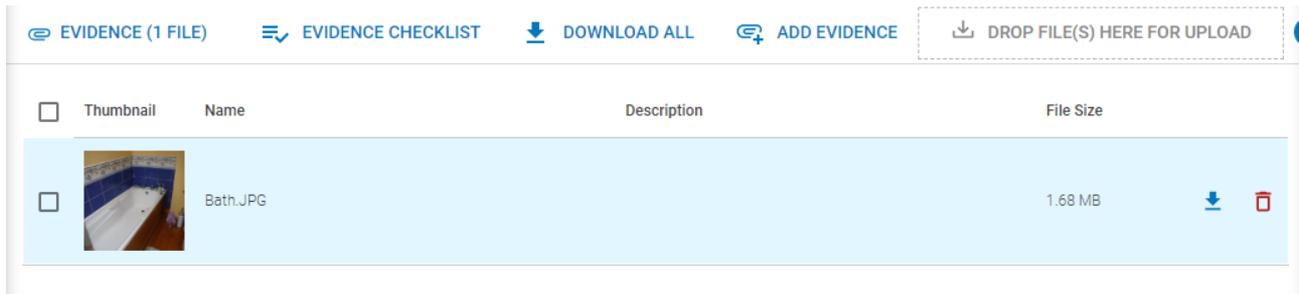
brings up the file properties page,
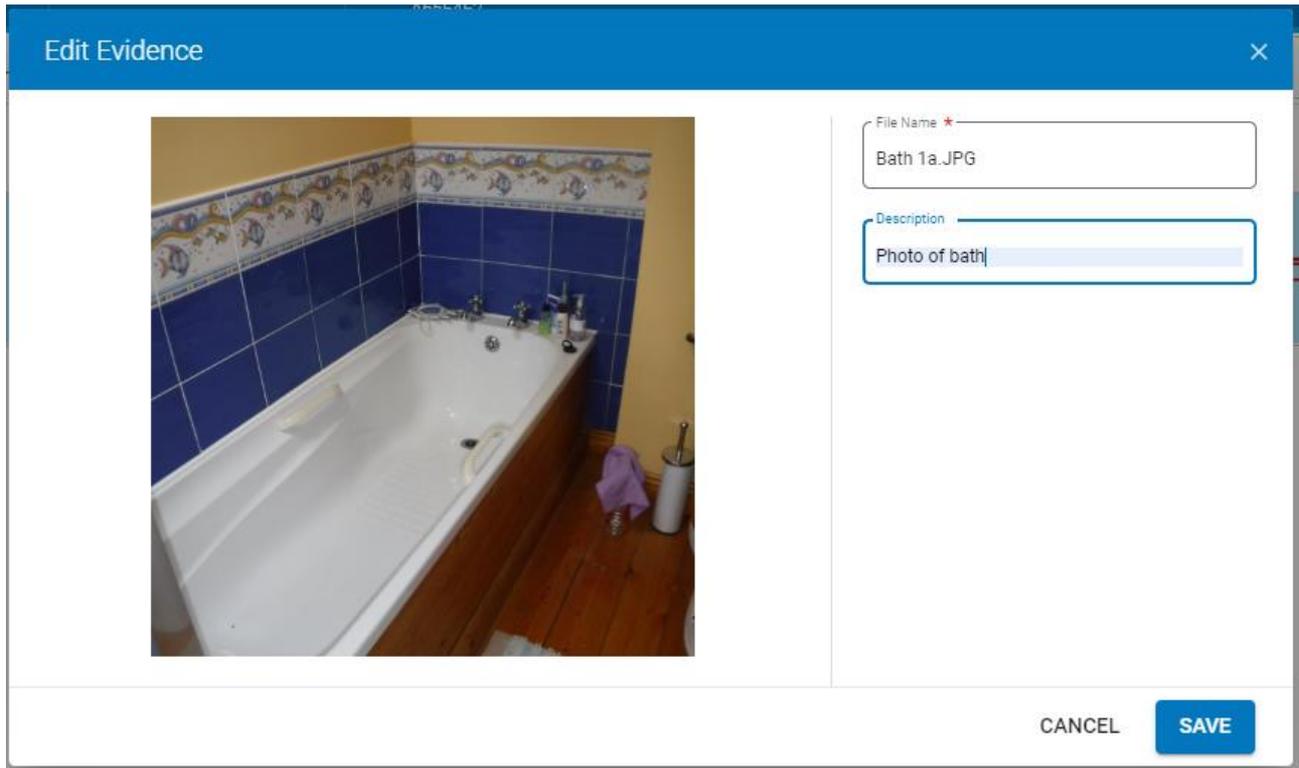
which allows you to change the file name and to add a file description.
Click "Save" to save the changes to DEAP:
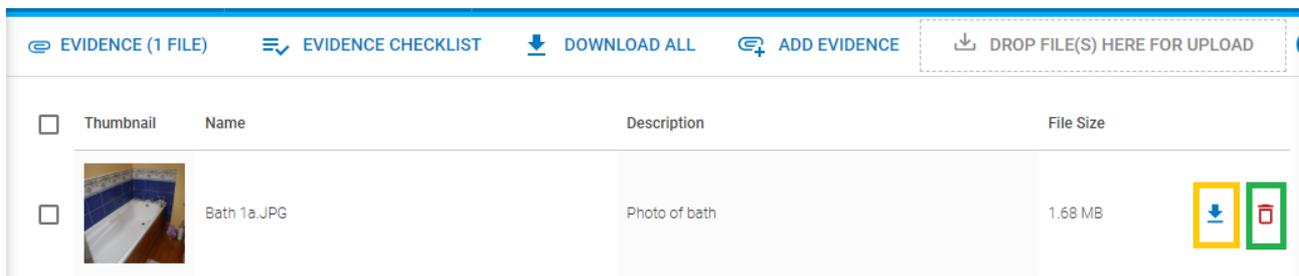
Note that it is not mandatory to add a file description.

You can download an evidence file to your PC or delete the file from the survey using the buttons on the right hand side (Download button highlighted in yellow; Delete button highlighted in green).

However, once a file has been published, it is no longer possible to add a file to the survey, nor to remove a file from the survey.

DEAP provides an alternative approach to adding evidence files using the Drop & Drag technique. Select the files you wish to upload in Windows Explorer:

and simply drag them to across and drop them over the "Drop Files Here for Upload" button,

and the files will be uploaded to DEAP: