

Requirements for trades documentation for certificate renewal

(including the relevant attachments, see Section 3 of the Examination Regulations)

A trades documentation refers to documentation of the work carried out by a craftsman on a building component of a Passive House building or a highly energy efficient building.

Trades documentation can be submitted to an assessing body for trades documentation that has been accredited by the Passive House Institute (hereafter referred to as PHI). Trades documentation can be prepared in the languages offered by the respective assessing body. Each trades documentation must also include a summary in English. The assessing body shall provide an English translation of the summary that has been prepared by the applicant.

The assessing body reserves the right to request changes to be made to the submitted trades documentation or to ask for further project-specific information. This is necessary in order to provide assistance with the approval of the documentation according to the valid formal requirements.

The trades documentation may be published in the form of a PDF file on the website www.passivhaus-handwerk.de or www.passivehouse-trades.org. The PHI is entitled to use the documentation also for its own publications on the internet or in printed form, with acknowledgement of the author. By submitting the documentation to the PHI or the accredited assessing body, the applicant agrees to this provision.

1. Requirements for the building characteristics

The following must apply for approval of the documented Passive House suitable building component of a building for certificate renewal certificate renewal:

A The building has been completed

and

B 1 This related to a building which has been certified as a Passive House by the PHI or by a certification authority accredited by the PHI.

or alternatively

B 2 The documented trade meets the simplified individual requirements for its use in a Passive House. These are mentioned in Section 2 according to the climate.

2. Energy relevant requirements for the chosen trades discipline

Additional information can be found online at:

www.passivhaus-handwerk.de or <http://www.passivehouse-trades.org>

Opaque building components

Climate zone	1 Arctic	2 Cold	3 Cool, temperate	4 Warm, temperate	5 Warm	6 Hot	7 Very hot
U-value of exterior component $\leq$ [W/(m ² *K)]	0.09	0.12	0.15	0.25	0.50	0.50	0.25
Or insulation thickness, $\geq$ [cm]	40	30	24	14	6	6	14

Note:

In the case of building components in contact with the ground or adjacent to the basement, the U-value achieved by the craftsman can be reduced by a factor of 0.6. This calculated value must then be smaller than the limit value given above:

Explanation: For verification using the insulation thickness, the usual thermal conductivities have been assumed, these do not have to be stated separately.

Windows

Climate zone	1 Arctic	2 Cold	3 Cool, temperate	4 warm, temperate	5 Warm	6 Hot	7 Very hot
U- value of installed window $\leq [W/(m^2 \cdot K)]$	0.45	0.65	0.85	1.05	1.25	1.25	1.05
Or U-value of window $\leq [W/(m^2 \cdot K)]$	0.40	0.60	0.80	1.00	1.20	1.20	1.00

Ventilation system

Climate zone	1 Arctic	2 Cold	3 Cool, temperate	4 warm, temperate	5 Warm	6 Hot	7 Very hot
Heat recovery $\geq [\%]$	75	75	75	75	n/a	75	75
Electrical efficiency $\leq [W/m^3h]$	0.45	0.45	0.45	0.45	0.45	0.45	0.45

Heating and hot water system

Climate zone	1 Arctic	2 Cold	3 Cool, temperate	4 warm, temperate	5 Warm	6 Hot	7 Very hot
Heating demand of the building $\leq [kWh/(m^2 \cdot a)]$	40	35	30	25	20	-	-
Note: Criteria are similar to those for the PHI Low Energy Building; Verification through project-related PHPP file or a public-law energy certificate. In exceptional cases, verification of compliance through competent estimation based on annual consumption statements.							

Electrical installation

Climate zone	1 Arctic	2 Cold	3 Cool, temperate	4 warm, temperate	5 Warm	6 Hot	7 Very hot
Note: Documentation of a highly quality of work; Photographs relating to documentation of the materials/details during installation and/or the completed work for airtight electrical installations (power sockets, cable feedthroughs and other work) If available: a copy of the pressure test report with a n50 value $\leq 0.6 \text{ h-1}$							

3. Requirements for trades documentation

A template for trades documentation has been provided in the Downloads section of www.passivhaus-handwerk.de or www.passivehouse-trades.org. The structure, layout and content of the template must be maintained. Additional information may be added if these are significant for the energy-relevant characteristics of the building.

With regard to manufacturers, the documentation must be prepared in an impartial manner: documentation may not contain any advertisements or logos of companies or market participants. As far as possible, brand names and manufacturers should not be mentioned. Only an internet link to the applicant or his/her company may be included. This rule does not apply for the feedback questionnaire and brand names may be used here.

4. Documents to be submitted

The following documents should be submitted:

4.1 Application form for Certified Passive House Tradesperson, renewal through trades documentation (Appendix HW- IIa).

4.2 The trades documentation (in country's language if applicable) using the template which can be found in the Downloads section of www.passivhaus-handwerk.de or <http://www.passivehouse-trades.org>, in digital form as an unprotected PDF file and as a Word file. This trades documentation is intended for publication by the PHI.

In the case of certified buildings, the building certification ID number must be mentioned in the trades documentation.

4.3 As an attachment to the trades documentation, an account of the personal experiences using Attachment AN1. If the applicant agrees, this may be published and will be scientifically evaluated by the PHI.

4.4 As an attachment to the trades documentation, a written confirmation by the building owner, designer in charge, or company owner that the described work has been carried out by the applicant himself or herself (Attachment AN2). This confirmation will not be published.

5. Checklist for the trades documentation

The file HW_Template_trades-documentation_EN.doc should be used as a template. An example trades documentation is provided in HW_Example_trades-documentation EIFS_EN.pdf. The structure of the content is as follows:

A	Service provider	
B	Contact data	
C	View photographs	
D	Brief description of the work / Short Summary in English	
E	General information about the project	
F	Documentation of the trade discipline (one trade from F1 to F8)	
F1	Shell construction – insulation layer	
F2	Carpentry work – Insulation	
F3	Roofing – Insulation	
F4	Plaster – Insulation	
F5	Windows	
F6	Ventilation system	
F7	Heating and hot water system	
F8	Electrical installations through the airtight layer	
G	Area for signature (not for publication)	

Attachments

AN1	Attachment 1 – Account of experiences (feedback), filled in	
AN2	Attachment 2 – Confirmation by designer, building owner or owner of the contracting company that the applicant has personally carried out the work described.	

Erfahrungsbogen / Feedback

Ich stimme einer Veröffentlichung dieses Erfahrungsbogens zu / I agree to the publication of this experience sheet

Ja /Yes	
Nein / No	

Ort, Datum / Date, Place

Unterschrift / Signature

A Gewerk / Building trade



B Antragsteller / Applicant

Name / Surname	
Vorname / Forename	

C Baumaterial und -elemente / Building materials and elements

Welche Materialien, Elemente und technische Bauteile haben Sie verarbeitet? Bitte mit Herstellerangabe / Which materials, elements and technical components have you used? Please state the manufacturer



D Erfahrung / Experiences

Beschreiben Sie bitte kurz Ihre Erfahrungen mit Baumaterial und -elementen / Please describe in a few sentences your experiences with the building materials and elements



E Bewertung / Assessment

Wie bewerten Sie die Handhabung der Baumaterialien und Bauelemente bei der Arbeit / How do you assess handling of the building materials and building elements during the work

Gut / good	
Mittel / moderate	
Schlecht / poor	

Bestätigung / Confirmation

Hiermit bestätige ich, dass/I hereby confirm that

Name / Surname	
Vorname / Forename	

**bei folgendem Gewerk / participated in the work for the following
trade discipline**



an folgendem Projekt beteiligt war / for the following project

Projekt / Project	
Adresse / Address	

Planer, Bauherr, Firma/ Designer, building owner, company	
Adresse / Address	

Ort, Datum / Date, Place

Unterschrift / Signature