

Association of Building Engineers

Guidance Note to the Protocol for Energy Performance Certificates for existing Dwellings and non-Dwellings

Introduction to the application and qualification process for membership of the Association of Building Engineers Protocol for the Certification of Energy Assessors in Scotland.

1. Introduction

The purpose of this guidance is to assist in the process of application for membership of the Association of Building Engineers Energy Performance Certificates (existing dwellings and non dwellings) Protocol agreement between the Association of Building Engineers and Scottish Building Standards.

The Association of Building Engineers (ABE) is the professional body for those specialising in the technology of building and provides the prime qualification of Building Engineer, a title reflecting the professional expertise of its members.

The Association is:

- Recognised internationally for its qualifications, membership both within the private and public sectors;
- Represented on educational, codes, standards, legislative, technical and other advisory bodies;
- A member of the Construction Industry Council (CIC) and Association d'Experts Europeens du Batiment et de la Construction (AEEBC), a pan-European grouping of Building Engineers/Surveyors; and
- A member of the World Organization of Building Officials, a United Nations Affiliate.

Full details of the Association of Building Engineers, the Associations activities and routes to membership (including fees for membership) can be found on www.abe.org.uk.

Further details of all training opportunities and certification under the Protocol agreement is available from www.abe-assess.org.uk

2. Protocol

The Association of Building Engineers entered into a Protocol Agreement on 12th October 2007 with Scottish Building Standards for the certification of members to produce Energy Performance Certificates for existing domestic and non-domestic buildings.

A copy of this agreement is found in Appendix A

The certification scheme will provide Members, at the appropriate grade, of the Association of Buildings Engineers, an independent, ongoing third party certification scheme for the provision of Energy Performance Certificates for existing domestic and existing non domestic buildings in Scotland.

The protocol agreement with Scottish Building Standards will ensure Association of Building Engineers certified members:

- have met the required professional criteria for membership of Association of Building Engineers
- have a knowledge of Scottish Building Standards Regulations and procedures
- adhere to the Association of Building Engineers Rules of Conduct including The Code of Conduct for Energy Assessors
- follow the Associations disciplinary and Complaints Handling Procedures

Association of Building Engineers members at Fellow, Member, Associate or Graduate grade, who can demonstrate knowledge and experience through either previous qualification or by following an approved route of training on the following, will be considered for certification:

- the use of Reduced Standard Assessment Procedure (RdSAP), Simplified Building Energy Model (SBEM) calculation tool or an approved alternative with respect to Scottish Building Standard Regulations; and
- identification of cost effective energy improvements
- energy audit surveying techniques where applicable

3. Energy Certificates

The certification scheme is specific to the inspection, assessment and production of Energy Performance Certificates for:

- existing domestic buildings of any type
- and/or
- existing non-domestic buildings of any type

The certificate will be held for twelve months in the appropriate category, membership of one or both of the certification schemes is available.

This scheme is open to anyone who wishes to become a member, of the Association of Building Engineers and further certified for the production of Energy Performance Certificates in Scotland for the above buildings types.

Applications are welcome and open to persons having gained or seeking qualifications in the areas described in section 2 above with evidence or seeking training in relation to Scottish legal requirements for Energy Performance Certificates.

4. Method of Application

To apply for this certification scheme please complete the application form included at Appendix B or download and submit through www.abe-assess.org.uk by following the links through the Energy portal and Scotland EPC.

If not already a member of the Association of Building Engineers, application forms can be downloaded from www.abe.org.uk

The application form for membership of the Certification Scheme is used for initial assessment of an applicant's suitability and allows consideration of the assessment of previous knowledge and experience and includes identification of any particular training needs in relation to this certification scheme. If necessary applicants may be invited to attend an interview where the portfolio of experience will be discussed including the suitability for membership of the Association of Building Engineers.

The minimum entry requirements:

- applicant's are fit and proper persons to undertake and conduct energy assessments and they will abide by the Associations Rules of Conduct including those that relate specifically to Energy Assessment.
 - Confirm agreement to be subject to Quality Assurance inspection and assessment
- applicant's have successfully completed the training for the required certification being either for non-domestic and/or domestic energy assessments.
- details of membership of any other Certification Protocol scheme
- applicant's have suitable Professional Indemnity and Public Liability Insurance cover. The minimum Professional Indemnity cover is £500,000 (five hundred thousand pounds) each and every claim. Policy schedules will be examined with applications.
- a Complaints Handling Procedure.
- records of two years previous Life Long Learning/Continuing Professional Development have been undertaken in the field of Energy Assessment and appropriate topics.
- hold a Disclosure Scotland Criminal Record Check. Especially for domestic property inspections.
- maintain confidentiality of personal details and where required register with the Information Commissioners Office (www.ico.gov.uk)

All fees are to be enclosed with the application. Fees are set out in the application form.

5. Application Process

The process for determination of suitability to join the Certification scheme is illustrated in the application flow chart:

- the application forms are verified for completeness
 - applicants must submit the application form, fee, original or certified copies of certificates of qualifications and training, copies of current PI schedule, public liability insurance, Life Long Learning/Continuing Professional Development records, Disclosure Scotland record check
 - a Complaints Handling Procedure stating the method of recording complaints, complainants, resolution, actions, outstanding matters and any requests for clarification of Energy Performance Certificates.
 - with each application from qualified members or following training 3 EPCs will be assessed for each certification scheme with the specific requirements for domestic and non domestic buildings
 - Domestic
 - Legible site notes
 - Data input sheets
 - Photographs
 - Energy Performance Certificate
 - Non Domestic
 - Legible site notes
 - Data input sheets
 - Zoned plans
 - Photographs
 - Energy Performance Certificate
 - Recommendations report

- where training is identified this should be completed
 - For example; training may be required to demonstrate knowledge of Scottish legislation and Building Standards
- the same application process is applicable for domestic and non-domestic buildings
- the declaration, on the back of the application form is fully completed and that applicants are aware of the obligations of the Certification scheme and Rules of Conduct of the Association and those specific to the production of Energy performance Certificates.

6. Certification and Renewal Requirements

Successful applicants will be notified of their inclusion on the published Association of Building Engineers Register of Certified Energy Assessors for Scotland.

A Certificate including the certificate number to be used on all Energy Performance Certificates will be issued for the relevant protocol scheme i.e. Existing domestic and / or existing non-domestic buildings.

Members of the scheme can utilise any approved software provider for the provision of Energy Performance Certificates in Scotland and should include lodgement where appropriate on the appropriate Register. Any charges for the use of the software and lodgement are agreed between the certifier and the software provider.

The register of certifiers is maintained by the Association of Building Engineers and is up dated regularly to Scottish Building Standards and all software providers.

Suspension from the certification scheme, with any serious breach of compliance with the Association of Building Engineers Code of Conduct or failure to honour charges levied by the software provider, is at the discretion of the Association of Building Engineers following the Association of Building Engineers Complaints Handling Procedure and reporting/ notification processes issued by Scottish Building Standards.

Each certificate remains the property of the Association of Building Engineers and is valid for 12 months.

At the time of renewal the certified scheme members will be required to submit:

- payment of the Renewal fee and assessment charges
- illustrate continuity of Professional Indemnity and Public Liability Insurance cover
- Life Long Learning/ Continuing Professional Development records
- renewal, when applicable, of a Disclosure Scotland Record Check
- three for each certified approved scheme, Energy Performance Certificate with terms of engagement, site notes (including zoned plans where applicable), photographs and data input. This may be included as part of random sampling, which can be undertaken throughout the 12 month period of the certificate and Certificate holders are expected to comply with any reasonable request to inspect records and Energy Performance Certificates for Quality Assurance purposes
- copies of the recorded complaints and complainants under the Complaints Handling Procedure. This should include final outcome letters where

applicable for closed cases. Additionally the Association will also review any Complaints received directly, prior to renewal.

Additional charges will be levied to undertake additional assessments where the submitted details show concern for the standard and quality of Energy Performance Certificates or Complaints are received during the year requiring additional assessments of reports.

Charges are levied to deal with all Complaints.

All training and Life Long Learning/Continuing Professional Development costs are separate from the Protocol certification scheme.

7. Complaints

All Certified Energy Assessors under this protocol scheme will be required to administer a Complaints Handling Procedure.

A copy of the Complaints Handling Procedure used must be submitted with the initial application and on renewal, record logs of complaints, complainants and outcomes will also need to be submitted.

The Association of Building Engineers Complaints Handling Procedure also illustrates the procedures the Association will follow in dealing with any complaints received directly from either consumers or other interested and authorised parties.

8. Change in Details

The certified Energy Assessor under this Protocol Agreement shall give notice in writing to the Association of any change in legal constitution, trading or title, address, or other significant particulars and declarations under which the current certificate was issued, within thirty days of the changes becoming effective.

This notification will be considered and any charges deemed necessary will be advised to the certificate holder either for the effective alteration or cancellation of the certification holder within the Association of Building Engineers Protocol Agreement, with Scottish Building Standards.