CIBSE LOW CARBON CONSULTANTS REGISTER – SESSION 9
ENERGY ASSESSOR RESPONSIBILITIES

I – Prophets energy services 03012013
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ASSESSOR RESPONSIBILITIES
Responsibilities for conducting energy assessments

- The people able to conduct energy assessments and produce EPCs must be accredited energy assessors.
- Energy assessors must be members of an accreditation scheme, and can be self employed, employees of service organisations such as estate agents, surveyors or energy companies, or employees of the landlord or owner.
Responsibilities for conducting energy assessments

- Energy assessors must act in an independent manner and be a member of a Government approved accreditation scheme.
- Energy assessors are responsible for conducting an energy assessment, producing an EPC and lodging the EPC with their accreditation scheme.
- The accreditation scheme is responsible for ensuring certificates are properly registered and also for the quality of the certificate you receive.
Energy Assessors (EAs)

- EAs must be members of an accreditation scheme approved by the Secretary of State
- EAs should be qualified for the type of certification or inspection being carried out
- EAs must use approved method and software
- Accreditation scheme is responsible for ensuring that EAs are suitable qualified and carry PI and PL insurance, and the quality of the assessments and any certificates or reports produced
Energy Assessors (EAs)

• EPC should include a declaration of any relationship with the commissioning organisation
• EAs will be required to submit all EPCs, DECs & Recommendations/Advisory Reports for lodging on a central register
Energy Assessors (EAs)

- Energy assessors will need to
  - demonstrate their competence, either by having a recognised qualification from an awarding body or approved prior experience and learning equivalent to the National Occupational Standard requirements
  - maintain appropriate professional indemnity cover
  - update their skills and knowledge regularly
  - participate in the accreditation body’s quality assurance scheme
  - abide by the schemes advice and guidance
Complete Pre-APEL, provided CV and proof of 2 years CPD (21 hrs per year)

Complete LCC Design Course (and join register)

Gain competence in Carbon Calculation Software

Complete APEL application form

Provide and submit two test certificates for assessment

Register as Low Carbon Energy Assessor (LCEA)
EA Application Process

- Complete Pre-APEL, provided CV and proof of 2 years CPD (21 hrs per year)
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SBEM approved interface or for Level 5 Assessor Status an approved Dynamic Simulation Model
EA Application Process

Details online at www.cibsecertification.co.uk

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For each EPC assessment please provide a compressed folder (zip) containing as a minimum.

- The calculation file (i.e nct, dsb or equiv
- The EPC produced
- The recommendation report produced
- The two .xml files produced by the calculation
- The data reflection output for the actual building

And any other supporting documentation you feel relevant to support your application.
EA Application Process

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Registering & Lodging Certificates

- EPCs for non-dwellings are stored in a national register.
- The national register is the official place for the storage of all EPCs for non-dwellings and is the single source of EPC information for a building. Having a register helps to protect consumers.
- Those legitimately in possession of an EPC, i.e. building owners, tenants and their agents, can verify the authenticity of a certificate by checking it against the contents of the register.
- Once EPCs have been registered they cannot be altered. However, EPCs that are in dispute may be annotated on the register to show that they are under investigation.
Registering & Lodging Certificates

• As data is kept on the register for 20 years, more than one EPC may be stored over a number of years for one building. An EPC may be valid for up to 10 years. If there are other certificates for the building on the register that are less than 10 years old only the most recent certificate will be valid.

• Energy assessors (through their Accreditation Schemes) lodge each EPC after they produce it, and each is given a unique certificate reference number. Access to the database is restricted, so only those who have the unique reference number can access the certificate registered for a particular building.
• Data extracted from lodged certificates:

• Highest Rating: 93,885

• EPC Rating > 300 432 (sample of 120,000)

• Highest heat energy 1,242,890 kWh/m²/year

• Highest cooling energy 8,619 kWh/m²/year

• Highest lighting energy 1,201 kWh/m²/year

• Highest aux energy 616 kWh/m²/year
The following records should be kept (for a minimum of 5 years):

- Building plans and drawings
- Site Notes
- Photographic evidence
- EPC Calculation Files
- Assumptions and supporting calculations
- Building services supporting information
• All energy assessors will be subject to a minimum of one EPC check per 6 months (unless there is no EPC activity in that particular period).

• Assessors are required to submit the requested data within 15 working days. Failure to supply the necessary information, or not give a clear reason for not supplying the requested information could lead to suspension.

• Accuracy targets for the accrediting body, the nominal requirement is:
  • results within 5 points of the actual

Actual is determined by the QAA after review and correction of any errors in the model
• Failure of one certificate against the criteria will require a further two certificates being checked, further failures will mean suspension, re-training and additional costs to QA further certificates prior to the lifting of a suspension.

• Assessment Criteria cover building and zone level data

• Customer surveys are required as part of the QA process checks.