



BRE Global Scheme Document

SD172: ENERGY PERFORMANCE CERTIFICATES SCHEME FOR EXISTING DOMESTIC AND NON-DOMESTIC BUILDINGS IN SCOTLAND

1. Introduction

- 1.1 This certification scheme provides ongoing, independent, third party assessment of Energy Certifiers (otherwise known as energy assessors) for existing domestic and non-domestic buildings in Scotland. This scheme will be operated in accordance with the BRE's Approved Organisation Status subject to the Protocol agreed between BRE and the Built Environment Directorate (Building Standards Directorate) of the Scottish Government. Members will be required to have knowledge of the following:
- Approval of Energy Certifiers Accreditation Schemes for the production of Energy Performance Certificates (EPCs) for existing domestic and non-domestic buildings;
 - Minimum Requirements for Energy Certifiers for domestic and non-domestic buildings; and
 - Code of Conduct for the Scheme.
- 1.2 The certification process is summarised in the joining information set out [on the website joining information page](#) (but summarised later in this document).
- 1.3 BRE Global has signed a Protocol with the Scottish Government to operate a scheme for existing Domestic and Non-Domestic buildings.

2. Scope

- 2.1 The scope of this scheme includes Energy Certifiers for the following:
- Existing domestic buildings of any type.
 - Existing non-domestic buildings of any type (subject to the level to which they are qualified, either Level 3S, Level 4S or Level 5S).
- 2.2.1 This scheme is open to anyone who wishes to become an Energy Certifier and who has appropriate qualifications and experience. Qualifications gained in other parts of the United Kingdom may be relevant to membership of this Scheme. This includes, but is not limited to the following:
- Level 3, Level 4 or Level 5 Diploma in Energy Assessment of non-domestic through BRE Global's Scheme in England, Wales or Northern Ireland.
 - BRE Global's Domestic Energy Certifiers Scheme applicable to England, Wales or Northern Ireland.
 - Additional training related to the Scottish context may be required.



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3. Applications to join the Scheme

- 3.1 To apply for this scheme please complete the Application Form and sign the Code of Conduct.
- 3.2 The minimum requirements to join the scheme are:
- evidence to show that applicants are fit and proper persons to undertake energy assessments and that they operate within an appropriate code of conduct;
 - Non-Domestic certifiers are typically to Level IV NVQ/SVQ qualification and Level III NVQ/SVQ qualification, unless otherwise permitted by the Scheme Manager.
 - that applicants are qualified to undertake energy assessments (as above two points);
 - that applicants have in force suitable professional indemnity and public liability insurance cover. The recommended insurance levels are not a point for negotiation
 - procedure for handling complaints.
- 3.3 On receipt all applications are checked for eligibility, completeness and declarations by the individual. The applicant is informed of any training needs identified. The applicant undertakes any training required. The applicant submits three sample EPCs (together with all data collected, site notes, photographs, etc) for evaluation by BRE staff. Provided that all details required in the application are satisfactory and payments have been received (for application and assessment), a letter is sent out to the applicant accepting them into the scheme. The applicants' details will be put onto the Scheme Register on BRE's web site.
- 3.4 For more information or help with your application contact the Scheme Manager on 01355 576200.
- 3.5 All fees associated with this scheme are detailed in the fee sheet (FS08-01).
- 3.6 Applications and fees are processed by BRE on behalf of BRE Global Ltd.

4. Assessment

- 4.1 Based on satisfactory submission of information as detailed in 3 above.
- 4.2 Further additional information may be requested as appropriate.



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5. Certification and listing

- 5.1 Certificates are awarded to applicants who meet all of the criteria detailed in this Scheme Document, who undertake to comply with all relevant scheme requirements and abide by the Code of Conduct.
- 5.2 Certificates contain the name and address of the applicant, a description of the scheme, a unique certificate reference number and the issue number and date.
- 5.3 Certificates are valid from the date of issue and are maintained and held in force subject to ongoing compliance with the requirements for maintenance of certification (see item 6), but remain the property of BRE Global.
- 5.4 Details of the successful applicants are held on the Scheme Register and they may also be listed in our Green Book(s).

6. Maintenance of Certification

- 6.1 Certification is maintained and held in force through quality audits which include:
 - annual submission of a sample of three relevant energy performance certificates to ensure the work is being carried out satisfactorily;
 - follow up customer satisfaction survey;
 - call in of member site notes and photographs or office records;
 - periodic witnessed assessments;
 - review of any complaints received associated with this scheme and their resolution;
 - periodic checks on the status of insurance; and
 - review of lifelong learning undertaken.
- 6.2 The certificate holder will be expected to bear the costs of investigating complaints where appropriate. If the review of the sample of reports or the nature of complaints indicates failure to carry out the work correctly then additional audits or retraining may be required in order to maintain certification. This will usually be dealt with through suspension of certification which can lead to withdrawal of certification and the corresponding listings.
- 6.3 Certifiers approved by BRE for non-domestic buildings must register their EPC through the members' area of the web site prior to issue of the document to their client. Associated fees for registration are given on the fee sheet, and should be paid to allow the Scheme to validate the issued EPC. Certifiers of domestic buildings must use the software designated by BRE, currently Quest, to generate



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and lodge their EPC with the HEED Database (run by EST). Fees associated with Domestic EPCs for the scheme are given on the fee sheet.

6.4 BRE reserves the right to suspend or cancel membership for non payment of certificate, membership other fees due directly to BRE or its authorised agent(s). Suspension may stay in force until the Scheme has been provided with evidence that outstanding accounts have been satisfactorily settled.

7. Certification Mark

7.1 The certificate holder may use the BRE Certification Mark as directed in the publication PN103 'Use of the BRE Certification Marks'. The Mark that can be used for this scheme is as follows:



Energy Certifier BRE-D-EPC000XXX

Where 'XXX' is the certificate number.

8. Complaints & Appeals

BRE Global operates procedures for complaints and appeals. Further details are available on request.

9 Change of details

9.1 The certificate holder shall give notice in writing to BRE Global of a change in legal constitution, trading or title, address, changes to the named individuals on the certificate, or other significant particulars and declarations upon which the current certificate was granted. Such notice shall be given to BRE Global within thirty days of any change becoming effective.

9.2 Where the changes are such that the conditions under which certification was granted are significantly affected, the certificate holder will be advised of the actions, and any associated fees, that will be required to be completed to maintain certification.

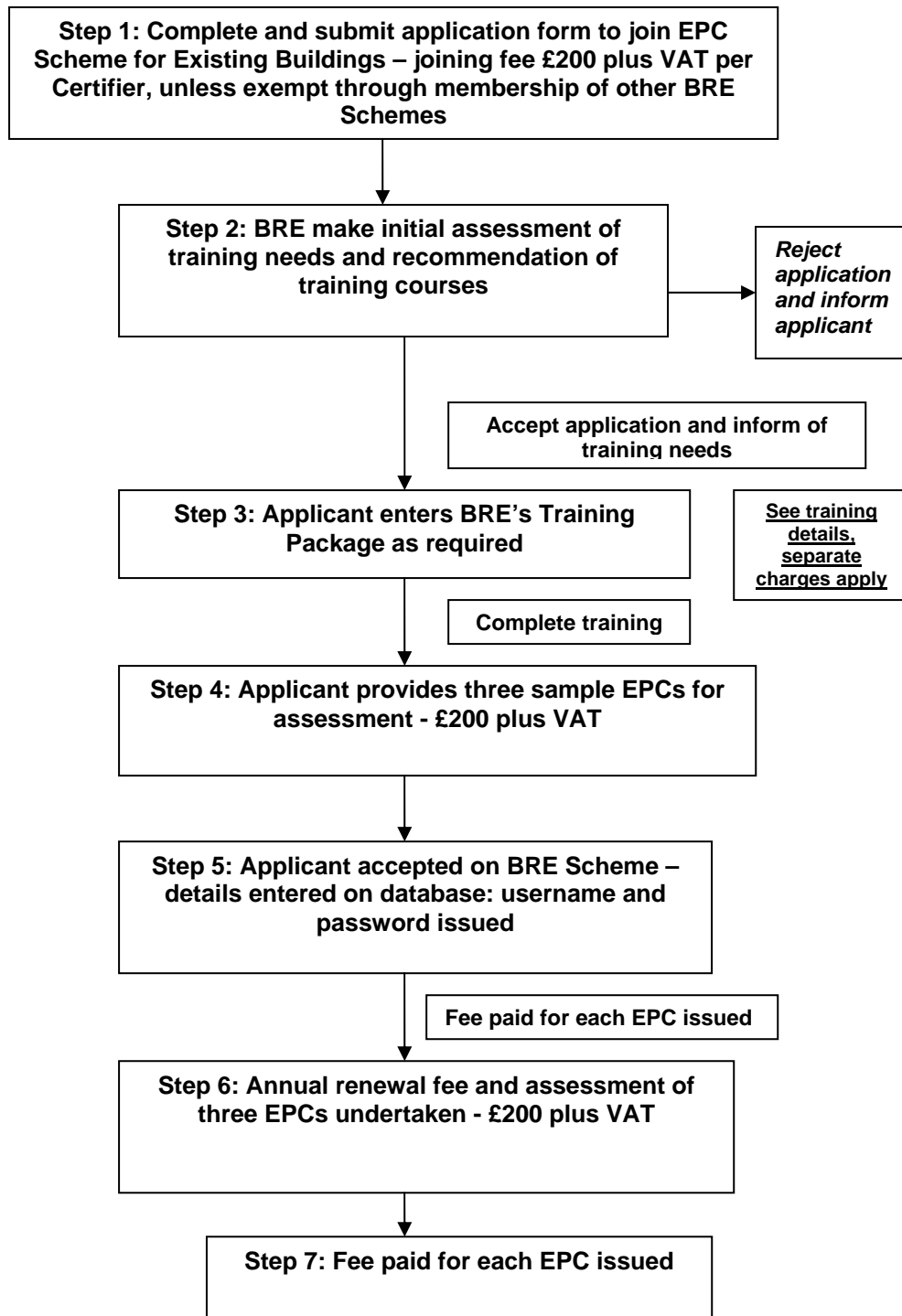
10. The certification process:



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Appendix 1: Certification Process





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Appendix 2: Additional requirements

Professional Indemnity and Public Liability Insurance	The certificate holder must have professional indemnity and public liability insurance complying with the requirements of the Scheme standards Applicants should put in place the recommended level of cover, the Scheme will not enter negotiations on this amount.
Complaints system	<p>The certificate holder must maintain a system to log and investigate any complaints associated with work under this scheme.</p> <p>Certificate holders are required to keep the Certification Scheme database up to date with regard to any complaints received and any actions taken to resolve them.</p>
Disclosure Scotland	Domestic Certifiers are required to undergo Disclosure Scotland certification prior to undertaking any work. This is a condition of Scheme Membership and is non negotiable.