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Certification Scheme For Domestic Approved Certifiers of Design (ACoD)		Date: 19/03/09
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This form is to be completed by certifiers of the ACoD domestic scheme

As an Approved Certifier of Design I will:

- (1) act with integrity and fairness;
- (2) have regard to the public interest and to the interests of all those affected by their activities;
- (3) do not maliciously or recklessly injure or attempt to injure the reputation of another person;
- (4) avoid conflicts of interest;
- (5) uphold the reputation of the Scheme.


The function of Approved Certifiers of Approved Design will be discharged , as follows:

- (1) exercise appropriate skill, care, diligence and judgement in undertaking the certification of energy design with respect to the Building (Scotland) Regulations 2004 as amended;
- (2) do not misrepresent themselves as having expertise and experience that they do not possess;
- (3) maintain and broaden their expertise;
- (4) undertake only those tasks for which they have appropriate expertise and experience;
- (5) do not certify work carried out by others without carrying out necessary checks to satisfy themselves of the adequacy of the work and compatibility within the whole building;
- (6) acknowledge that for some projects they may lack appropriate experience to enable them to act as the Certifier; and
- (7) disclose to BRE Global if they have been convicted of an offence by a court or have been subject to an adverse finding of any kind by any tribunal, court or other authority.
- (8) be part of the design team with a continuous involvement in the design process.

Signature:

Name:

Date:

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Schedule of Competence Approved Certifiers of Design: Domestic Energy		
Name:		
Approved Body name or sole trader name:		
Building Type and limits	Evidence provided	Approved by Assessor
<i>To be completed by applicant</i>	<i>To be completed by assessor</i>	
Guidance notes: <ul style="list-style-type: none"> • The applicant should during the application process enter details of the competence in the above table. This should focus on type of building (e.g. flats, detached housing, etc), it should any limitations on building size, etc. • The applicant should provide evidence of involvement in the energy design of these buildings in the application process. A short description of involvement with supporting design information will suffice. Recent experience is preferred, but longer term experience in the last ten years is also acceptable. • The schedule of competence can be updated on an annual basis, or as required, to take account of expanding experience. 		