



Minimum Requirements for Energy Assessors for Inspection of Air Conditioning Systems

Introduction

1. This document sets out the Secretary of State's minimum requirements for Energy Assessors in respect of inspection of air conditioning systems with effective rated cooling outputs over 12kW. The primary aim is to inform Energy Assessors about the professional approach and standards they need to adopt in order to become accredited and maintain their accreditation for the inspection of air conditioning systems and production of written Inspection Reports.
2. The document will also be a useful basis for Accreditation Schemes Operators to inform their development of processes setting out how they expect the Energy Assessors within their schemes to meet these minimum requirements.
3. The Accreditation Scheme Operators shall ensure that at all times the Energy Assessors registered with them comply with these minimum performance requirements, and monitoring of the Energy Assessors' performance is an essential part of the Accreditation Scheme.
4. The purpose of accreditation schemes is to ensure that consumers and others can have confidence in the assessment of air conditioning system efficiency and sizing, advice on possible improvements, replacements or alternative solutions, written Inspection Reports; as well as in the Energy Assessors responsible for producing them.
5. In England & Wales, the Government has decided that, for inspection of air conditioning systems, the written Inspection Report must be produced by accredited Energy Assessors who will record the systems inspected and then document the results of the inspection.
6. The Department for Communities and Local Government reserves the right to expand Energy Assessor guidance requirements to include other sectors at a later date.

Definition and purpose of an Energy Assessor

7. An Energy Assessor is an individual who is a member of an approved accreditation scheme by virtue of his/her technical and other personal skills and can produce and issue Inspection Reports for air conditioning systems in an acceptably independent manner.
8. A range of individuals may choose to become accredited as an Energy Assessor for the inspection of air conditioning systems:
 - Eg, air conditioning maintenance and servicing contractors, building services engineers, low carbon consultants, and those seeking a new career.
9. The accreditation requirements which will be put in place must be sufficient to ensure that in-house staff assessing air conditioning systems owned by their employers (or staff of contracted service providers) operate in an acceptably independent manner, and hence these individuals may be permitted to become Energy Assessors.
10. Assessors are required to be aware of and familiar with a range of key documents to enable them to fulfil their role. These include:
 - The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007¹;
 - The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) (Amendment) Regulations 2007²;
 - The Circular³;
 - The National Occupational Standard for Energy Assessors Air Conditioning Systems⁴;
 - CIBSE TM44 – Inspection of air conditioning systems⁵ or other appropriate guidance developed for Energy Assessors producing Inspection Reports for air conditioning plants.
11. Accredited assessors must;
 - be suitably qualified or competent to undertake energy assessments;
 - carry out energy assessments with reasonable care and skill;

¹ SI 2007/99

² SI 2007/1669

³ <http://www.communities.gov.uk/documents/planningandbuilding/pdf/32291>

⁴ [http://www.energy-assessors.org.uk/site/Portals/6/documents/EADocs/NOSforEA\(AirCon\)AccredV0807.pdf](http://www.energy-assessors.org.uk/site/Portals/6/documents/EADocs/NOSforEA(AirCon)AccredV0807.pdf)

⁵ <http://www.cibse.org/index.cfm?go=publications.view&item=372>

- identify and resolve any circumstance that might lead to an actual or perceived conflict of interest with the person having control of the air conditioning system or the person from whom instructions are received and, in parallel, with the Scheme Operator;
 - be suitably qualified for dealing with the public and explaining the purposes of the Inspection Report and the information conveyed by this document;
 - meet other non-technical requirements, such as being “fit and proper persons”;
 - comply with all the scheme’s operational procedures in respect of producing and submitting Inspection Reports and remaining current in their knowledge through Continuing Professional Development (CPD);
 - comply with their accreditation scheme’s quality assurance procedures to ensure that the required quality standard is achieved;
 - adopt and abide by the scheme’s complaints procedure;
 - because of their access to information regarding the client or person having control of the air conditioning system that may be classified as ‘Personal Data’, ensure that the relevant provisions of the Data Protection Act 1998 are understood and implemented;
 - know and comply with the requirements of the Health and Safety at Work Regulations in so far as they are applicable;
 - abide by the restrictions on disclosure of documents described in the Regulations.
12. In this context, “suitably qualified” refers to an individual having either a qualification or approved prior experience and learning equivalent to the NOS requirements relevant to the specific occupation for which the individual seeks accreditation.
13. More details about the role of the Accreditation Scheme Operator are provided at Annex A.

Operating procedures

14. The process of a client obtaining an inspection of air conditioning systems and production of written Inspection Reports is described below.

1. ENGAGEMENT WITH THE CLIENT

15. Energy Assessors must restrict their activities to those within their competence. Energy Assessors should ask the building owner or the person commissioning the Inspection Report to provide any available documentation for the air conditioning system in readiness for the inspection. Where the owner or the commissioner of the inspection and report has not made the relevant documentation available at the time of the inspection, then this information would also need to be prepared by the Energy Assessor as part of the inspection procedure.
16. Energy Assessors must identify and disclose any financial and/or personal relationship/s with others involved in the transaction, for example where their employer is also the person commissioning the Inspection Report. A statement about relationships should appear in the printed Inspection Report.

Performing the Energy Assessment

17. The Energy Assessor must make suitable access arrangements with the person having control of the air conditioning system or the person commissioning the Inspection and Report.
18. Energy Assessors must include in the written inspection report the information set out in Regulation 22 of the Energy Performance Of Buildings Regulations.
19. Energy Assessors must make accurate and legible records of the data gathered at the premises. These records must be of sufficient detail to enable a third party to interpret the Energy Assessor's findings.
20. Energy Assessors should make and keep records of all queries, communications etc related to the particular assessment and reporting of a building/plant.

Quality assurance

21. Scheme Operators will ensure that Inspection Reports are accurately and consistently produced and that Energy Assessors operate in a professional manner. This will require the development of procedures to ensure the work of members is monitored and audited. Furthermore Energy Assessors will be expected to implement their Scheme Operator's quality assurance procedures.
22. For information: Where an installation consists of a series of individual or multi-split units, inspection of equipment should be undertaken on a randomly selected sample of units equating to approximately 10 per cent of the total, with a minimum of three units. If observations are inconclusive, a further two units should be inspected. Further guidance on this is set out in CIBSE TM44 – Inspection of air conditioning systems or other appropriate guidance developed for Energy Assessors producing Inspection Reports for air conditioning plants.

23. For information: estimated cooling loads for the purposes of assessing equipment sizing should be consistent with industry rule of thumb for packaged systems and CIBSE Guide A for larger installations. Further guidance on this is set out in CIBSE TM44 – Inspection of air conditioning systems or other appropriate guidance developed for Energy Assessors producing Inspection Reports for air conditioning plants.
24. For information: the Scheme Operators will be expected to monitor a proportion of Inspection Reports.
25. Energy Assessors must co-operate with these monitoring procedures and make available Inspection Reports and associated site notes to their Scheme Operators.
26. For information: All Schemes Operators will be provided with the same quality standards by Communities and Local Government.

Providing the Inspection Report to the Client

Issuing the Inspection Report

27. Energy Assessors must provide Inspection Reports to clients;
 - a) in time;
 - b) in the correct format; and
 - c) in a way approved by the Scheme Operator and acceptable to the client.
28. Energy Assessors must ensure that the commissioner of the Inspection Report is made aware of the accreditation scheme that they belong to which appears on the Inspection Report.
29. Energy Assessors must abide by their Scheme Operators procedures for rectifying defective Inspection Reports.

Inspection Report validity

30. For information: Inspection Reports are valid for five years.

Complaints and Claims Procedures

31. Energy Assessors and/or their employers must have a written statement setting out in unambiguous terms and with definable milestones the procedures that will be followed in the case of a complaint.
32. The Statement must include all the internal and independent processes available to the complainant and be available on request. Energy Assessors and/or their employers must abide by the terms of the Statement and use their best endeavours to resolve complaints.

33. For information: The Scheme Operators will provide an intermediary/arbitration service. Where a complainant is dissatisfied with the results of an internal investigation, the Energy Assessor must co-operate with any independent process adopted by the Scheme Operator.
34. Each Energy Assessor must report to the Scheme Operator to which they belong, in a format prescribed by the Scheme Operator:
- the details of any complaint; and
 - the outcomes of complaint resolution activities.

This will be recorded in the Complaints Register which each Scheme Operator is expected to set up and maintain.

Glossary of Terms

From the perspective of the **Energy Assessor**, a client is a relevant person who commissions an energy assessment.

An **Energy Assessor** is an individual who is a member of an accreditation scheme.

An **Energy Assessment** means the preparation and issuing of an air conditioning Inspection Report, and the carrying out of any inspections undertaken for the purposes of issuing the Inspection Report.

National Occupational Standards are standards for Energy Assessors that are approved by the United Kingdom Coordinating Group of National Occupational Standards Boards, as amended from time to time.

Air Conditioning System – means the combination of all the components required to provide a form of air treatment in which the temperature is controlled or can be lowered, and includes systems which combine such air treatment with the control of ventilation, humidity and air cleanliness.

Annex A: For information

The role of the Scheme Operator

The Scheme Operator must demonstrate that the following requirements have been met:

1. Ensuring that members of the scheme are fit and proper persons to undertake energy assessments and that they operate within an appropriate code of conduct.
2. Ensuring that members of the scheme are suitably qualified to undertake energy assessments.
3. Ensuring that members of the scheme have in force suitable indemnity cover.
4. Maintaining active quality assurance procedures.
5. Facilitating the resolution of complaints against members of the scheme.
6. Establishing and maintaining a register of members , and written Inspection Reports produced by them.
7. Ensuring financial probity, financial stability and operational resilience of the scheme.
8. Allowing the Department for Communities and Local Government to monitor the scheme periodically to ensure that it continues to comply with the terms of its approval and delivers compliance with the legislation.
9. Suitable administrative and operational systems are applied in a consistent, fair and open way that is compliant with all relevant legislation.

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October 2007

Product Code: 07 BD 04811/4