



CIBSE CERTIFICATION LTD ANNUAL REPORT 2022

Contents

Executive Summary..... 3

Introduction..... 4

Personnel Schemes 4

Lodgements..... 5

Quality Assurance – Audit Procedure and Methodology 5

 Code of Conduct..... 6

 Ethics..... 6

LCEA Application Process 6

 LCEA EPC / DEC Route 6

 Air Conditioning Inspector Route: 6

LCC Application Process 7

ESOS Lead Assessor Application Process 7

Heat Networks Consultant Application Process 8

CIBSE Certification Support – Email Management System 8

Customer Communication Performance 2022 8

Finance 9

2023 9

Contact Details 10

Executive Summary

2022 saw the effects of the pandemic slowly ease with the energy assessment market returning to a level of normalcy and the demand for energy certificates and reports picking up. Lodgement credit sales were up compared to 2021 with a total of 17,133 sold in 2022.

Throughout 2022, CIBSE Certification continued to certify the competence of energy professionals with over 1,041 certified energy assessors for the purposes of the Energy Performance of Buildings Regulations.

CIBSE Certification maintained close contact with their trade association PEPA (Property and Energy Professional Association) and our contacts in the Department of Levelling Up, Housing and Communities (DLUHC) to make sure we were kept informed of changes that affect our energy assessors.

We successfully passed our 2022 annual audit by DLUHC with comments from the auditors stating:

The Auditors have noted in their report that CIBSE has gone over and above the requirements of the SORs, which include auditing 100% of their members against minimum annual Continuous Professional Development (CPD) requirement; and checks on their members right to work in the UK. CIBSE have also implemented a well-structured data base. Their ongoing work on smart rules has seen as an exemplar which other Schemes would benefit from and the introduction of digital ID card to all their members making the checking and validation of membership an active process.

Introduction

CIBSE Certification Ltd was established in 2007. CIBSE Certification Ltd is a wholly owned subsidiary of CIBSE and registered at Companies House. The company operates several statutory and non-statutory registers of competent persons.

CIBSE Certification operates the certification of personnel schemes within the United Kingdom that covers Low Carbon Consultants (LCCs), Low Carbon Energy Assessors (LCEAs) that include non-domestic Energy Performance Certificates (EPCs), Display Energy Certificates (DECs), Air Conditioning Inspectors (ACI), ESOS Lead Assessors, Heat Networks Consultants and Section 63 Advisors for Scotland.

CIBSE Certification is an accredited certification body and certifies organisations to management systems ISO 9001 Quality Management, ISO 14001 Environmental Management, ISO 50001 Energy Management, and ISO 45001 Occupational Health and Safety. CIBSE Certification's Management Systems business operates on an international scale.

Personnel Schemes

Using CIBSE Certification, individuals can be certified competent and where appropriate, registered under several categories. Our registrant numbers per strand for 2022 were as follows:

Register	No. of Registrants
LCC Design	721
LCC Design (Scotland)	92
LCC Operation	201
LCC Simulation	508
LCC Energy Management Systems	38
LCEA EPC L3/4	311
LCEA EPC L5	378
LCEA EPC L3/4 Scotland	69
LCEA EPC L5 Scotland	75
LCEA DEC	135
Air Conditioning Inspector	77
Section 63 Adviser (Scotland)	33
ESOS Lead Assessor	187
Heat Networks Consultant	107

CIBSE Certification certifies individuals to be energy assessors under the Approval of Prior Experiential Learning (APEL) route where experience as well as knowledge and understanding is assessed, typically including design and specification of energy using systems in buildings. They generally have the background and experience which would make it unnecessary to take a further vocational qualification in energy assessment to produce Energy Performance Certificates (EPCs), Display Energy Certificates (DECs) or Air Conditioning Inspections. CIBSE Certification also welcomes applications from individuals holding appropriate vocational qualifications for EPCs and DECs.

The introduction of the ESOS Lead Assessors and the subsequent revitalising of the LCC (EnMS) Register has continued the broadening of the LCC register with many professionals

from related fields being attracted to CIBSE Certification as the place to go for energy professionals.

Lodgements

Lodgement evidence suggests that most CIBSE Certification Low Carbon Energy Assessors do not expect to carry out energy assessments full time, but rather offer assessments as part of a portfolio of services, or to complete other work already being undertaken. We believe that this has changed slightly over recent years with more work being triggered by MEES Regulation requirements. 2022 Lodgment figures for England & Wales:

Type of assessment	Number of Lodgements	Number audited	%
EPC L3/4	3,709	91	2.45%
EPC L5	3,478	Subject to a separate audit regime	
DEC	7,669	166	2.16%
ACI Reports	752	20	2.65%

Quality Assurance – Audit Procedure and Methodology

CIBSE Certification provides a QA system that aims to assure clients that they will receive a service which is compliant with the Scheme Operating Requirements set by DLUHC with the support of the Energy Assessor Scheme Operating Board and one which additionally is truly first class in terms of engineering competence and thus will help clients achieve real reductions in their energy costs. In line with the requirements of the latest Scheme Operating Requirements (SORs) from DLUHC, the CIBSE Certification QA scheme is now mainly a desktop process which includes the production of shadow certificates to DLUHC criteria in order to provide a ‘truth’ comparator against which the certificate is judged. The exception to this is the Level 5 strand where assessors are visited at their place of work to review the QA case.

Each month, a sample of LCEAs are identified for auditing. In line with the requirements set out by DLUHC, a minimum of 2% of certificates lodged are audited and selected using risk-based criteria.

The objective of the Quality Assurance system is to provide a fair, consistent and robust audit procedure and methodology. Documents describing the audit procedure and methodology have been entered and recorded into CIBSE Certification’s management and document systems setting down the audit methodology, audit procedures and the DLUHC requirements.

The audit process is broken down into the key elements of management systems and energy certificate production. A set of pre-audit documents informing the LCEAs of requirements is issued in advance of any audit. This set of documents consists of an audit itinerary, an LCEA questionnaire and checklist and feedback questionnaire to facilitate improvements to the service offered.

Code of Conduct

LCEAs are reminded of the importance of maintaining the standards of their profession. The CIBSE Certification Code of Conduct is revised as necessary and all LCEAs are required to return a signed copy of the up to date version to CIBSE Certification. They should make all in-house teams aware of the Code of Conduct and have copies readily available. The Code of Conduct should also be communicated to any third parties commissioned by the LCEA to contribute to the production of energy certificates.

Ethics

LCEAs are also alerted to the need to produce energy certificates in a truthful, honest and accurate fashion. It is recognised that LCEAs will sometimes be under pressure from clients to adopt a particular approach to their assessment and they are encouraged to use the CIBSE Certification Code of Conduct, which is available on the CIBSE Certification website and can be used by LCEAs to present to clients in order to endorse their personal ethics.

Having the knowledge that the LCEA has been through a thorough and rigorous assessment process from CIBSE Certification gives confidence that they are getting a competent and professional service. The certification of individuals for the LCC Design, Operation and Simulation registers, and for EPC and DEC production is also accredited by UKAS to BS EN ISO 17024 Certification of Persons.

LCEA Application Process

LCEA EPC / DEC Route

1. Supply a CV and personal statement for pre-screening using the online Pre-APEL system
2. If successful at pre-screening, the applicant will:
 - 2.1. Complete the online APEL, including submission of documents such as insurance, CPD record, Code of Conduct
 - 2.2. Arrange any top-up training necessary to help them prepare to demonstrate their knowledge of the regulations and aspects of the NOS and with CIBSE Certification's Low Carbon Consultant requirements (pass an exam)
 - 2.3. Arrange assessment in the use of their chosen software if required
 - 2.4. Submit certificates from assessments
 - 2.5. Submit test DEC or test EPCs for assessment
 - 2.6. Online APEL forms are then reviewed by an independent APEL assessor to determine compliance with APEL requirements
 - 2.7. Test DEC or EPC certificates are reviewed by an independent assessor to determine acceptability
3. If all elements are to the required standard and meet the scheme requirements, the applicant will be certified and a digital certificate and ID card are issued.

Air Conditioning Inspector Route:

1. Supply a CV and personal statement for pre-screening using the online Pre-APEL system
2. If successful at pre-screening, the applicant will:
 - 2.1. Complete the online APEL, including submission of documents such as insurance, CPD record, Code of Conduct

- 2.2. Online APEL forms are reviewed by an independent APEL assessor to determine compliance with APEL requirements
3. If all aspects are satisfactory the applicant is 'Provisionally Approved'
4. The applicant submits three example air conditioning inspection reports which are assessed by a qualified independent assessor to see if they are deemed satisfactory
5. If all elements are to the required standard and meet the scheme requirements, the applicant will be certified and a digital certificate and ID card are issued.

Great care is taken to ensure that only those with genuine competence and experience in the industry are admitted to the CIBSE Certification scheme. CIBSE Certification Low Carbon Energy Assessors are recognised by clients as offering a high degree of experience and competence in providing solutions which will work in practice. Therefore, each application is thoroughly reviewed by independent APEL assessors selected for their knowledge and experience, who are familiar with the requirements of the APEL regime and the National Occupational Standards.

Applicants for EPC and DEC assessor holding a relevant vocational qualification can be registered with CIBSE Certification, subject to satisfying the requirements to join the appropriate LCC register as well.

Energy Assessors registered with another scheme that have completed the APEL route can also apply to CIBSE Certification via the Transfer Route and are also subject to satisfying the requirements to join the appropriate LCC register.

LCC Application Process

1. Decide – which Low Carbon Consultant register(s) you wish to apply for
2. Evaluation – be successfully assessed (which may be an examination) for LCC Design Management, LCC Building Operation, LCC Simulation for use of Dynamic Simulation Modelling (DSM) or Simplified Building Energy Model (SBEM) software of your choice and/or LCC EnMS for Energy Management Systems
3. Application – complete the application form for the LCC Register(s) and submit
 - 3.1 copies of exam certificates
 - 3.2 a current and applicable Professional Indemnity Insurance (PII) certificate
 - 3.3 a signed CIBSE Certification Code of Conduct
4. Review – of the Certification file and Certification Decision
5. Certification – Payment processed, applicant added to relevant LCC Register(s) and issued digital certificate and ID card
6. Maintenance of certification – ongoing specific requirements
7. Recertification – Certification is renewed every three years if specific requirements are met.

ESOS Lead Assessor Application Process

1. Apply – to become a Low Carbon Consultant if not already registered as listed above. Applicants can apply to become a Low Carbon Consultant and an ESOS Lead Assessor at the same time.
2. Evaluation – undertake ESOS training and assessment.
3. Application – complete and submit the ESOS application form along with:
 - 3.1 a copy of the exam certificate
 - 3.2 a detailed CV of experience in energy improvement related work
 - 3.3 a current and applicable Professional Indemnity Insurance (PII) certificate

- 3.4 a signed CIBSE Certification Code of Conduct
4. Review – of the Certification file and Certification Decision
5. Certification – Payment processed, applicant added to relevant ESOS Register and issued digital certificate and ID card
6. Maintenance of certification – ongoing specific requirements
7. Recertification – Certification is renewed every three years if specific requirements are met.

Heat Networks Consultant Application Process

1. Apply – to become a Heat Networks Consultant (HNC)
2. Evaluation – pass the Heat Networks Consultant examination
3. Application – complete and submit the HNC application form along with:
 - 3.1 a copy of your exam certificate
 - 3.2 a current and applicable Professional Indemnity Insurance (PII) certificate
 - 3.3 a signed CIBSE Certification Code of Conduct
4. Review – of the Certification file and Certification Decision
5. Certification – payment processed, applicant added to the Heat Networks Consultants Register and issued digital certificate and ID card
6. Maintenance of certification – ongoing specific requirements
7. Recertification – Certification is renewed every three years if specific requirements are met.

CIBSE Certification Support – Email Management System

Customer response – E-mail enquiries / software applications

CIBSE Certification's email management system adds efficiency to the way it manages and responds to emails from assessors. Designed and encoded for busy customer service organisations, CIBSE Certification's ticketing system routes, tracks and delivers customer correspondence quickly and efficiently.

All incoming messages are received by a central email system where they are assigned and routed to the appropriate person or department using rules and conditions that reflect the workflow and processes. By this means CIBSE Certification aims to:

- Improve response time
- Improve response quality using templates, pre-set answers and seamless access to articles in our FAQ/Knowledgebase, which will also ensure that responses are accurate and consistent, and
- Use tracking tools to prevent messages from getting lost (and keep customers from getting frustrated while waiting for replies).

Customer Communication Performance 2022

A total of 13,943 queries were dealt with in 2022. There were no formal complaints or appeals.

Finance

All company accounts information can be found on Companies House under the Registration number 06083016.

2023

CIBSE Certification will continue to work to maintain and enhance the position of the schemes, raising the profile of CIBSE Certification registrants and to fully service their existing needs with ongoing support and development opportunities.

At the same time, CIBSE Certification is committed to building on the quality of its existing schemes and entering new areas of business, such as new competency schemes in the coming years. Having achieved UKAS accreditation to certify management systems ISO 9001, ISO 14001 and ISO 50001 and awaiting application approval for accreditation of ISO 45001, this enables us to meet client demand where they are seeking to work with a trusted certification body to certify their integrated management systems.

Contact Details

Sebastian Gray, Head of CIBSE Certification
Ratija Chitnavis, Certification Systems Manager
Pavlos Konstantinidis, Technical Manager

CIBSE Certification Ltd
222 Balham High Road
London
SW12 9BS

020 8772 3649

www.cibsecertification.co.uk

epc@cibsecertification.org