1 Introduction

This certification scheme is intended for those individuals that wish to become certified by CIBSE Certification and to be listed on the Personnel Certification Registers described below:

- Low Carbon Consultants register (LCC)
- Low Carbon Energy Assessors register (LCEA)
- Section 63 Advisor Register and/or the DEC Scotland Register

These schemes will herein be collectively referred to as the "Low Carbon Consultant schemes".

These schemes are open to anyone who wishes to be registered on the Low Carbon Consultant Register providing they can meet the entry requirements in terms of their competence, insurance and experience as defined in the application requirements herein.

This scheme provides an independent, third party evaluation of an individual's competence to operate in the following disciplines and the tables below describe the activity each type of Low Carbon Consultant can undertake.

1.1 Low Carbon Consultants

	Low Carbon Consultants (LCC)	Which LCC Registers do you need to be on?	What you can provide
1.	LCC Building Design	LCC Design	To offer help and advice to clients during the design stages of construction or refurbishment to help comply with or better the requirements of Part L2 of the building regulations
2.	LCC Building Design Scotland	LCC Design Scotland	To offer help and advice to clients during the design stages of construction or refurbishment to help comply with or better the requirements of Section 6 of the Scottish building regulations
3.	LCC Building Operation	LCC Operation	To offer help and advice to clients during the operation of their premises to achieve the best possible energy performance
4.	LCC Simulation of building performance using approved dynamic simulation software (DSM) tools and/or approved calculation software (SBEM)	LCC Simulation	Part L/Section 6 compliance checks using approved dynamic simulation software (DSM) approved SBEM derived software

1.1.1 LCC Technical Requirements

The technical requirements for these schemes are defined in the following documents:

- The Building Regulations Part L Approved Documents L2A and L2B knowledge and understanding or Section 6 of the Scotland Building Regulations

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- Dynamic simulation modelling (DSM) software understanding and use as defined by the software provider
- Simplified Building Energy Model (SBEM) software understanding and use as defined by the software provider

1.2 Low Carbon Energy Assessors

	Low Carbon Energy Assessors (LCEA)	Which LCEA (LCC) Registers do you need to be on?	What you can provide
1.	CIBSE Low Carbon Energy Assessor (Design)	LCEA EPC 4 (LCC Design + LCC Simulation)	Provision of EPCs up to level 4
2.	CIBSE Low Carbon Energy Assessor (Design)	LCEA EPC 5 (LCC Design + LCC Simulation)	Provision of EPCs at level 5
3.	CIBSE Low Carbon Energy Assessor (Scotland)	LCEA Scotland + LCC Design Scotland	Provision of EPCs in Scotland
4.	CIBSE Low Carbon Energy Assessor (Operation)	LCEA DEC (LCC Operation)	Provision of DECs for all of the UK

1.2.1 LCEA Technical Requirements

The Low Carbon Energy Assessor roles above are offered under the MHCLG Accredited Energy Assessor Scheme approval granted in January 2008.

The technical requirements for these schemes are defined in the following documents:

- MHCLG; Scheme Operating Requirements for the production of Energy Certificates, Level 1 and Level 2 documents along with relevant Appendices and smart audits rules lists.(For EPCs, DECs and ACIs)
- MHCLG Scheme Operating Requirements - Production of Energy Performance Certificates for Non-Domestic Buildings at NOS Level 5. (For EPC 5 only)
- MHCLG Energy Assessor Guidance documents
- MHCLG Conventions for Energy Assessors
- The Building Regulations Part L Approved Documents L2A and L2B knowledge and understanding
- Section 6 of the Scottish Building Regulations and the Energy Performance of Buildings (Scotland) Regulations and the Scotland Building Standards Division operating framework
- Dynamic simulation modelling (DSM) software understanding and use as defined by the software provider
- Simplified Building Energy Model (SBEM) software understanding and use as defined by the software provider
- Approved DEC software understanding and use as defined by the software provider

More details can be found in the course syllabus and examination requirements from each of the approved training and examination bodies listed by following the links in Section 2 below.

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1.3 Section 63 Advisor Register and/or the DEC Scotland Register

	Register status	Which LCEA (LCC) Registers do you need to be on?	What you can provide
1.	Section 63 Advisor	LCEA Scotland and LCC Design Scotland	EPCs with Action Plan in Scotland
2.	CIBSE Low Carbon Energy Assessor (Operation)	LCEA DEC (LCC Operation)	Provision of DECs for all of the UK

1.3.1 Section 63/DEC Scotland Technical Requirements

The Assessment of Energy Performance of Non-Domestic Buildings (Scotland) Regulations 2016 and associated guidance available form:

http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/S63

Section 6 of the Scottish Building Regulations and the Energy Performance of Buildings (Scotland) Regulations and the Scotland Building Standards Division operating framework.

2 Examination and Training Providers

The certification scheme covers the training providers and specific courses and examinations listed on the following websites:

Software companies offering training for the production of EPCs are listed on the Certification website.

For CIBSE Training Energy Assessor training and examinations
https://www.cibse.org/training/search-courses

Other approved courses may be added in the future so the webpages may be updated to reflect such changes.

All applicants for the Low Carbon Consultant Schemes must also fulfil all of the application requirements of this scheme description document, appropriate to the strand(s) being applied for. Once certified compliance with all other requirements for this scheme description document must be maintained and for LCEAs any other requirements imposed by the MHCLG, of which you will be notified from time to time.

Note: Assessment of competence is mandatory during the application process and on an ongoing basis throughout the certification period e.g. undergoing QA audits of energy certificates.

Where retraining is required e.g. as an outcome of a quality audit that training may be taken with a provider of your choice, however CIBSE Certification reserves the right to assess the effectiveness of that training e.g. by examination.

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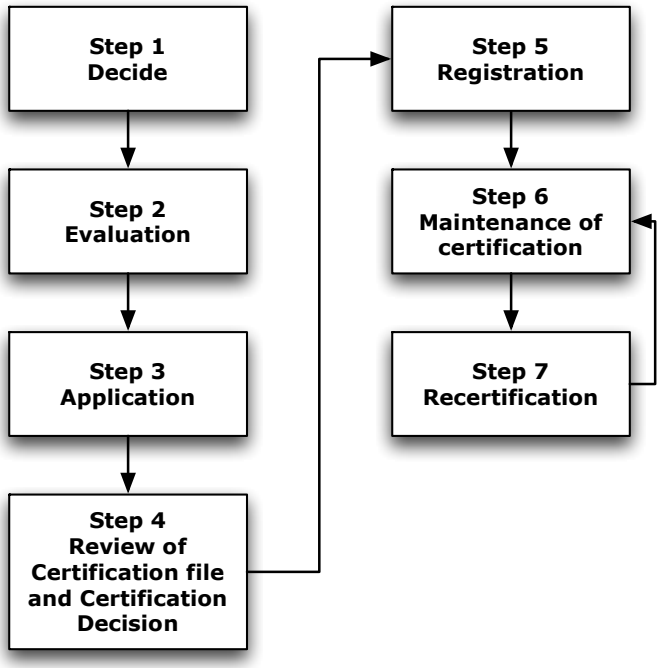
3 Application

3.1 Low Carbon Consultants (LCCs)



Step 1, Decide – on which Low Carbon Consultant register(s) you wish to apply for.

Step 2, Evaluation – be successfully assessed (which may be an examination) for LCC Design Management, LCC Building Operation and/or for use of Dynamic Simulation Modelling (DSM) or Simplified Building Energy Model (SBEM) software of your choice.

Step 3, Application – complete application form for LCC register(s) and submit along with copies of exam certificates (for Step 2 above) along with a current and applicable Professional Indemnity Insurance (PII) certificate, signed CIBSE Certification Code of Conduct and Certification fees.

Step 4, Review of the Certification file and Certification Decision – A full and comprehensive review of all the information provided is performed to determine whether all of the requirements for certification have been met. The outcome of this review is either certification, a request to provide additional information or in some circumstances a rejection.

Step 5, Certification – Payment processed and applicant added to relevant LCC register(s).

Step 6, Maintenance of certification – There are specific requirements that you must meet to ensure your certification continues, see section 6 of this document.

Step 7 – Recertification – Certification is renewed every three years. The specific requirements for this are given in Section 7 of this document.

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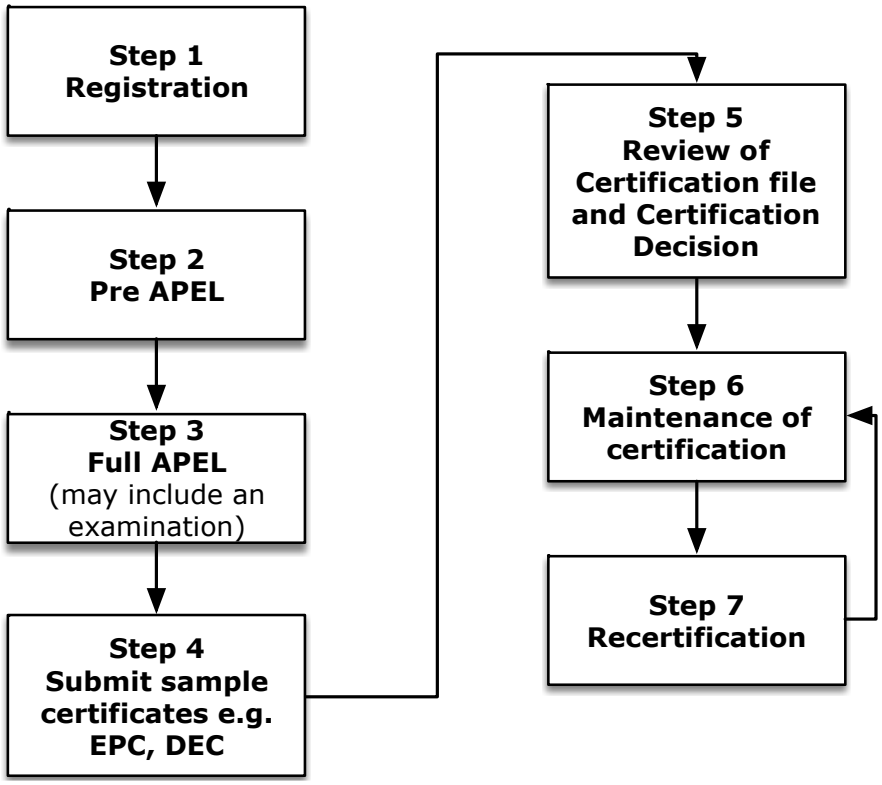
3.2 Low Carbon Energy Assessors (LCEAs)

APEL Route



Step 1, Registration – Register to complete the online application.

Step 2, Pre APEL (not mandatory, but recommended) – This stage allows you to input information about you and your relevant experience so that we can make a decision regarding your eligibility to proceed with a full application.

This saves you time and money because this stage is free of charge and we may advise that you need more experience before making a full application.

Step 3, Full APEL – Pay assessment fee on submission of the full APEL application. Once this part of the process is complete we require full payment of the registration fee.

This part of the process requires at least the following:

- Full and comprehensive details of your experience and qualifications
- Professional Indemnity Insurance and Public Liability Insurance details
- Copies of certificates and other evidence of competence
- Create and/or update your Continual Professional Development (CPD) records
- Sign CIBSE certification Code of Conduct
- The name of a person who is prepared to act as a referee and to confirm that the information you provide is true and complete

Step 4, Sample certificate submission – All strands of LCEA require that you submit draft EPCs or DECs, which you have prepared to help prove competence in the use of the software and knowledge of the Regulations. We review these reports as part of the application process.

Step 5, Review of the Certification file and Certification Decision – A full and comprehensive review of all the information provided during the application process is performed to determine whether all

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of the requirements for certification have been met. The outcome of this review is either certification, a request to provide additional information or in some circumstances a rejection.

Step 6, Maintenance of certification – There are specific requirements that you must meet to ensure your certification continues, see section 6 of this document.

Step 7, Recertification – Every three years certification is renewed. The specific requirements for this are given in Section 7 of this document.

3.2.1 Transfer Route

If registered with another approved Certification Scheme as an energy assessor though the APEL route a transfer application can be made to CIBSE Certification.

Step 1, complete the relevant LCC Design (for EPC applicants) or LCC Operation (for DEC applicants) assessment.

Step 2, upon successful completion of the LCC assessment email a completed Transfer application to CIBSE Certification including a signed Code of Conduct, colour photo of passport/driver's licence, up to date insurance documents, CPD record with other approved certification scheme, RRN number of lodged certificate with other approved certification scheme; full requirements are detailed in the application form.

Step 3, Review of the Certification file and Certification Decision – A full and comprehensive review of all the information provided is performed to determine whether all of the requirements for certification have been met. The outcome of this review is either certification, a request to provide additional information or in some circumstances a rejection.

Step 4, pay registration fee.

Step 5, Certification – Payment processed and applicant added to relevant LCC and LCEA register(s).

Step 6, Maintenance of certification – There are specific requirements that you must meet to ensure your certification continues, see section 6 of this document.

Step 7 – Recertification – Certification is renewed every three years. The specific requirements for this are given in Section 7 of this document.

3.2.2 Qualification Route

This route is applicable only to EPC and DEC assessors that have completed a qualification assessment through an approved training provider such as City & Guilds, ABBE, etc.

Step 1, complete the relevant LCC Design (for EPC applicants) or LCC Operation (for DEC applicants) assessment.

Step 2, upon successful completion of the LCC assessment email a completed Qualification application to CIBSE Certification including a signed Code of Conduct, colour photo of passport/driver's licence, up to date insurance documents, complete an online CPD record or submit record if registered with other approved Certification Scheme, RRN number of lodged certificate if registered with other approved Certification scheme; full requirements are detailed in the application form.

Step 3, Review of the Certification file and Certification Decision – A full and comprehensive review of all the information provided is performed to determine whether all of the requirements for certification have been met. The outcome of this review is either certification, a request to provide additional information or in some circumstances a rejection.

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Step 4, pay registration fee.

Step 5, Certification – Payment processed and applicant added to relevant LCC and LCEA register(s).

Step 6, Maintenance of certification – There are specific requirements that you must meet to ensure your certification continues, see section 6 of this document.

Step 7 – Recertification – Certification is renewed every three years. The specific requirements for this are given in Section 7 of this document.

3.3 Section 63/DEC Scotland Applications

Complete the application form to join the Section 63 Advisor Register.

- If you are an EPC Scotland assessor you are automatically eligible for the Section 63 Advisor Register Scotland register.
- If you are a DEC assessor for England, Wales and NI, you are automatically eligible for the DEC Scotland register.

For the Section 63 Advisor Role, you are required to read and understand the following Section 63 guidance documents (you will be required to declare that you have done so in the application form):

- Requirements to Assess and Improve Energy Performance and Emissions in existing Non-Domestic Buildings – Information Leaflet
- S63-001 - Improving Energy Performance and Emissions in existing Non-Domestic Buildings – a guide for owners
- S63-006 - Section 63 Approved Organisation Guide (With particular attention to Section 2)
- S63-004 - A user guide to Section 63 Assessments For Scotland using iSBEM

Note: These guidance documents are available from: http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/S63

The information in Section 2 of S63-006 explains the expected competencies of a Section 63 Advisor with particular emphasis on experience of implementing energy improvement projects. Our application and subsequent approval was on the basis of your additional LCC registration meeting those specific occupational requirements. If you have any doubts about your experience matching this requirement please contact CIBSE Certification at epc@cibsecertification.org

4 Certification & Listing on the Register

In order to become certified and to join the Low Carbon Consultant Schemes register you will be required to pass an examination/examinations or evaluation taken under controlled conditions for which you are strongly advised to take appropriate training. Examinations are available from the providers indicated by following the link in Section 0 from whom specific information about the evaluation process can be obtained.

All applications for certification and listing on the register are checked to ensure the individuals eligibility and that the necessary declaration has been signed.

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Once in possession of your examination pass confirmation from the exam provider (usually in the form of a letter or certificate), individuals may apply to CIBSE Certification Ltd for certification and listing the register you have chosen by completing the relevant application form.

Additionally, you will also need to:

- Provide evidence of your Professional Indemnity Insurance (PII) and/or Public Liability Insurance (PLI)
- Sign the CIBSE Certification Code of Conduct
- Act to reduce carbon emissions
- Sign a declaration that you will act only within your own areas of competence and that you will abide by all CIBSE Certification scheme rules for your chosen register(s)

Please let us know in advance if you have any relevant special needs or requirements.

Once it is confirmed that all the information required has been collected and reviewed by CIBSE Certification a decision regarding certification will be made. The applicant will be informed regarding this decision and if it is positive the individual is added to the appropriate register and their certification documents issued.

Initial certification is for a period of three years with an annual fee and maintenance requirements that must be met, see Section 3.

Document CCP 136 Suspension Withdrawal and other changes to Certification details the definitions of various certification statuses and the process for any changes to those statuses, e.g. suspension, withdrawal of certification, reduction of the scope of certification or applying a period of respite; it also describes the circumstances where these may occur.

Fees

All fees are payable at the time of application, registration fees are also renewed annually.

The fees for certification and inclusion on the registers are contained on the CIBSE Certification website.

5 Changes of Details

Certified individuals shall inform CIBSE Certification in writing (i.e. letter, or email) within 14 days should any of the following change:

- Name
- Address
- Employer
- Trading status
- Trading name
- Company ownership
- Change in insurance e.g. provider, extent of cover, date, etc.
- Any other significant change that may affect their certification including any doubt regarding their ongoing competence

If in doubt please contact us to discuss the change and any consequences for your ongoing certification.

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6 Maintenance of Certification

6.1 General

Certification is maintained for LCCs and LCEAs by the submission of the following information, which is required for review annually.

6.2 Low Carbon Consultants (LCCs)

To remain certified as a LCC and remain listed on the LCC register you must submit the information listed below on an annual basis along with the annual fee.

6.2.1 Annual Returns

6.2.1.1 Complaints

LCCs must send details of any complaints that they received during the previous year associated with their LCC certification and register listing along with the details of the complaint resolution.

The LCC (or their employer) will bear the costs of investigating complaints where appropriate.

6.2.1.2 Continual Professional Development (CPD)

In order to develop your skills year on year we will ask you to undertake and keep a record of a minimum of 21 hours of ongoing training and continuing professional development (this is to be part of, and not in addition to, any existing institutional requirements you may already have to comply with).

Note: Whilst an assessment of competence is mandatory there are no formal requirements for applicants to undertake training of any kind or with any specific training body.

Specific CPD requirements are found in document CCP 111 which is made available to all individuals via the CIBSE Certification website and at the time of initial application. **Keeping up to date with your CPD is a mandatory requirement. It is monitored and reviewed as part of the certification renewal process.**

6.3 Low Carbon Energy Assessors (LCEAs)

The maintenance requirements for LCEAs are as for LCCs as listed above plus the following requirements.

6.3.1 Quality Assurance Audits

The MHCLG requires that all energy certificates provided to clients by Energy Assessors (i.e. LCEAs) must be a true record of the energy performance (actual or potential) of the building being certified.

CIBSE certification will therefore scrutinise a percentage of energy certificates as required from time to time by the MHCLG. A request for information will be sent to LCEAs for information about specific energy performance certificates. It is mandatory for the LCEA to provide the information requested and refusal may result in suspension or withdrawal of certification and from the register(s).

Audits are most often desk-based audits using information supplied by the LCEA. If selected for an audit you will be asked to provide all data for one, or several, of your energy certificates in much the same way that you did for your test certificate during the application process. The CIBSE Certification quality assurance team will then review the data provided against the energy certificate lodged to ensure that it is robust, accurate, data has been entered correctly and the general methodology used is correct.

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In some circumstances an auditor may be required to witness the work of an LCEA i.e. witness the data collection and manipulation processes or perform an audit at the LCEAs office to review documentation and records associated with an energy certificate. When this is the case you will be contacted and a mutually acceptable date agreed.

A report of every audit will be issued to the LCEA.

Where nonconformity is identified during these QA audits you will be notified of the action needed regarding the energy certificate. You may also be required to undertake retraining.

Note: Where retraining is required as an outcome of a quality audit, that training may be taken with a provider of your choice, however, CIBSE Certification reserves the right to assess the effectiveness of that training e.g. by examination.

Certificates and Action Plans provided in Scotland will be subject to the QA procedures specified by the Building Standards Division of the Scottish Government.

6.3.2 MHCLG Convention Understanding Checks

Periodically MHCLG issue new and revised conventions for use by energy assessors. It is a MHCLG requirement that all energy assessors must prove their understanding of these new conventions, normally by taking a test. These tests are mandatory and any energy assessor that does not pass the test will be required to undertake additional training.

Note: Where retraining is required as an outcome of a conventions test that training may be taken with a provider of your choice, however, CIBSE Certification reserves the right to assess the effectiveness of that training e.g. by examination.

6.4 Section 63 and DEC Scotland assessors

As the requirements for listing on the Section 63 Advisor / DEC Scotland registers are based on your current competence as an LCC and LCEA there are no specific requirements for maintenance of this certification other than to maintain your LCC and LCEA certifications according to the above requirements.

6.5 Further Training and Examination

Low Carbon Consultant Scheme registrants will receive due notice from CIBSE Certification before any further examinations are required. Reasons for further training and examination are likely to include but not limited to:

- Major changes to regulations
- New reporting/modelling methodology
- Major changes or updates in reporting/modelling software
- Those reasons indicated elsewhere in this scheme description document

7 Recertification

Listing on the Low Carbon registers is renewed annually but Certification is renewed every three years.

In order to renew your certification you will need to have complied with the maintenance requirements in Section 6, e.g. have submitted to QA audits, have informed us of any complaints and undertaken CPD in compliance with requirements, have up to date insurance.

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If you have complied with the maintenance requirements for the previous three years you will automatically be re-certified and re-registered on your current strands provided:

- You pay the fees required
- Your insurance is up to date
- You sign the current Certification Code of Conduct (if required)

By applying for recertification, you are indicating your ongoing commitment to the declaration as signed at the time of your initial application.

In the following circumstances you may be required to prove your ongoing competence by taking an examination:

1. If the requirements for your strand of certification change significantly during the third year of certification
2. There are significant changes to the software you use (as defined by your software provider)
3. You have failed any QA audits during the past 3 years
4. If you have not been audited in the past 3 years

LCEAs with additional organisations on their account

Additional organisations are added on request with an expiry date of 31 August.

On renewal the Lodgement Portal will be checked to see if lodgements have been made on the account, if not, the LCEA will be contacted to ascertain whether the account is still required. If the account is required this will be included in the renewal process.

If the account is not required the additional organisation will be withdrawn and the database updated.

8 Use of the certificate and certification mark/logo

There are restrictions on the use of the Scheme logos and the CIBSE Certification mark. These restrictions are described in documents CCP 118, CCP 119 and 120.

To assist Scheme members in the use of the logos, “Style Guides” containing the logos are also available only to those currently certified.

9 Respite from the Low Carbon Consultant schemes

9.1 Policy

CIBSE Certification will allow a period of self-declared voluntary inactivity from the Register after which the Low Carbon Consultant will be allowed to resume their certification where he/she left off. This will be administered on a case-by-case basis and will be subject to certain conditions. In all cases CIBSE Certification will make all efforts to be reasonable and fair.

Reasons that may be considered acceptable include, but are not limited to:

- Maternity leave
- Long term incapacity due to illness or disability (physical or mental)

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- Emotional distress
- Redundancy
- Overseas posting

9.2 Conditions

1) Respite can be requested for a period of up to 12 months
2) The respite period shall start on a date that the Low Carbon Consultant Scheme member indicates to the Certification Systems Manager and you must give 4 weeks' notice
3) During that time the Low Carbon Consultant Scheme member must have no ongoing involvement in building services engineering in the UK
4) No more than one period of Respite shall be permitted sequentially
5) If after 12 months the Low Carbon Consultant Scheme member does not resume, their certification shall be regarded as lapsed
6) It is the Low Carbon Consultant Scheme member responsibility to ensure that at the end of the Respite period they contact CIBSE Certification to ensure ongoing certification
7) During Respite the Low Carbon Consultant Scheme member may take part in training and CPD activities at their own discretion
8) If as a result of a period of Respite the Low Carbon Consultant Scheme member misses out on update training then they will have to take appropriate training and examination (where appropriate this may include taking the full course) to gain the necessary competencies to maintain certification
9) CPD and Annual Returns shall be made for the period of Respite, a nil return stating that they have been on Respite will be acceptable, where appropriate
10) CIBSE Certification reserve the right to refuse a period of Respite and reasons for that will be given to the Low Carbon Consultant Scheme member
11) The Respite request will be recorded on the internal database
12) Whilst on respite the annual certification fees remain payable to cover the administration costs incurred

9.3 How to apply for respite

In the first instance the Low Carbon Consultant Scheme member should write to the Certification Systems Manager, in confidence, stating:

- Their reasons for requesting Respite
- The period of time they require
- Their proposed Respite start date

The Certification Systems Manager will respond to all applications within 7 days for simple cases, however for more complex cases this may be extended to 21 days.

10 Complaints about CIBSE Certification

CIBSE Certification operates a dispute and complaints procedure (CCP 101) that any potential, current, suspended or withdrawn Low Carbon Consultant Scheme member may invoke at any time e.g. should they feel that:

- They have received poor service
- They have been refused entry to a scheme unfairly

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- They have been excluded from the scheme unfairly
- They feel that they have been unduly selected for QA or that the QA Auditing Decisions and Procedures have been applied incorrectly or in a manner that causes the Low Carbon Consultant Scheme member concern.

11 Extraordinary events and circumstances

Where extraordinary events or circumstances affect CIBSE Certification or its clients the following will be implemented.

The definition of an extraordinary event or circumstance is:

> A circumstance beyond the control of the organization, commonly referred to as "Force Majeure" or "act of God". Examples are war, strike, riot, political instability, geopolitical tension, terrorism, crime, pandemic, flooding, earthquake, malicious computer hacking, other natural or man-made disasters.

When such circumstances arise CIBSE Certification will assess the risks associated with continuing certification, especially those risks associated with performing on site audits.

The outcome of the risk assessment will lead to the formation of a policy and a plan of action. These may be specific to your company or to all of our clients depending upon the nature of the event or circumstance. These will, as necessary, take into account:

- Any Government or regulatory advice
- Advice issued by UKAS (The United Kingdom Accreditation Service)
- Results of any risk assessments
- Client supplied information:
    - Information voluntarily provided
    - Information in the public domain
    - Information requested by CIBSE Certification (form CCF 412)

Policies and plans specific to each extraordinary event or circumstance will be communicated to our certified clients and those awaiting certification, as appropriate.

These policies and plans will communicate at least the information:

- The maximum time any alternative short-term assessment method can be used before suspension or withdrawal of certification
- The criteria for reinstating normal oversight (i.e. audits and assessments), including the method and timing of any reinstatement activities and assessments
- Any amendments to oversight plans on a case-by-case basis in accordance with our procedures
- Re-establishment of surveillance/recertification activities when access to affected location(s) is re-established

In all cases, to help protect your certification, CIBSE Certification will ensure that any deviation from UKAS Accreditation requirements and our procedures is justified and documented, and agreement reached with UKAS on plans to address temporary deviations from normal certification requirements.

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All instructions included in the policies and procedures will form part of the ongoing certification agreement and, as such, are required to be complied with in full to:

- To allow audits to continue either on-site or remotely
- Maintain certification where this is possible
- To minimise disruption where ongoing certification is not possible

Where CIBSE Certification cannot make contact with a client, then our normal procedures will be invoked for suspension and withdrawal of certification.

End of document/-

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