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1 Introduction

This certification scheme is intended for those Low Carbon Consultants who wish to be registered as Low Carbon Consultants Energy Management Systems by CIBSE Certification Ltd. This scheme offers verification of competence, namely that Low Carbon Consultants are competent to

- Help implement Energy Management Systems to BS EN ISO 50001

BS EN ISO 50001 can help businesses establish the systems and processes necessary to improve energy efficiency. This can help to save money and reduce greenhouse gas emissions through systematic management of energy.

BS EN ISO 50001 specifies requirements for an energy management system to enable Low Carbon Consultants help to develop and implement a policy and objectives which take into account legal requirements and information about energy complexity such as energy use, energy sources and significant energy uses. It is a useful document for all types and sizes of organisations and accommodates diverse geographical, cultural and social conditions. This standard applies to the activities under the control or influence of an organisation.

BS EN 50001 can be used independently or integrated into already existing management systems; its structure and requirements will be familiar to users of ISO 9001, ISO 14001 and OHSAS 18001.

Adoption of BS EN ISO 50001 will contribute to the setting up of a continuous improvement process that will lead to more efficient energy use.

Third party Certification of your abilities with regard to ISO 50001 Energy Management Systems can be used to demonstrate your competence to interested parties such as potential clients and/or employers.

2 Scope

This scheme provides an ongoing independent, third party assessment and certification of an individual's competence to provide the services listed in 1 above.

Such competence is demonstrated and maintained in accordance with the requirements of this Scheme Description Document.

3 Examination and Training Providers

3.1 Examination and Training Providers

Examination and training providers are available from the following web address:

<https://www.cibsecertification.co.uk/Registration/Become-a-CIBSE-Low-Carbon-consultant/Become-a-CIBSE-Certification-Low-Carbon-Consultant>

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

Whilst the examinations are a mandatory part of the evaluation process of this scheme training is optional but is strongly recommended.

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3.2 Approved Courses

ISO 50001 training courses are widely available. Courses and assessment that will be considered as an alternative/equivalent to those provided by CIBSE Training and Events will have third party approval such as IRCA Certification and/or an identifiable element of assessment.

Examples of this would be:

- BSI 5 day ISO 50001 Energy Management System Lead Auditor Course
- Any IRCA approved ISO 50001 Energy Management System Course with a minimum of three days of attendance

CIBSE Certification reserve the right to refuse, at its sole discretion, to accept any course where there is any doubt regarding its equivalence to that provided by CIBSE Training and Events.

4 Who can apply?

Any individual can apply for Certification under this scheme. They will be required to demonstrate the required competencies.

It is important to note that this scheme is open to anyone who wishes to be certified as a CIBSE Low Carbon Consultant (LCC) Energy Management Systems (EnMS) and to appear on the Low Carbon Consultants Register (LCC) Energy Management Systems (EnMS).

Note: Assessment of competence is mandatory during the application process and on an ongoing basis throughout the certification period e.g. through self-development/continuing professional development.

5 Open to all

Our Personnel Systems Certification scheme is open to anyone that wishes to be assessed, certified and registered under this scheme.

Please let us know in advance if you have any relevant special needs or requirements that you think we should know about when processing your application. Any information you pass to us will be treated in confidence.

6 Technical Requirements

All applicants for Certification and Registration under this scheme must fulfil all of the application requirements of this scheme description document. The assessment will be based on the following overarching learning outcomes:

Implementing ISO 50001:

- a) Demonstrating an understanding of the requirements of ISO 50001 (Version as current at date of assessment).
- b) Demonstrating an understanding of the benefits to an organisation of operating an ISO 50001 compliant Energy Management System.
- c) Demonstrating an understanding of the steps to plan and successfully implement an ISO 50001 compliant Energy Management System.

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- d) Demonstrating an understanding of the underpinning elements of an Energy Management System such as energy policies, energy planning, and targeting and measurement techniques.

Once certified, compliance with all other requirements for this scheme description document must be maintained along with any other requirements imposed by CIBSE Certification in the future of which you will receive due notice.

7 Confidentiality and impartiality

Policies and procedures have been defined and developed to help ensure all aspects of the certification processes and activities are carried out in an honest, impartial and unbiased manner that is fair and equitable for all applicants. All applicable legislative and statutory requirements will be complied with at all times in the performance of certification activities.

Certification is never restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group unless the scheme owner sets such a restriction. We never use procedures to unfairly impede or inhibit access by applicants and candidates to our certification schemes.

All certification requirements, evaluations and decisions will be based only on the defined criteria and no outside influence will be considered e.g. those from commercial, financial or other pressures to compromise impartiality.

8 Information disclosure

We may disclose information about you where there is a legal requirement to do so or where information is already in the public domain. Once you have been granted certification we will also disclose information related to that certification on our website. We will include details of your organisation e.g. name, address, phone, email and also the scope of the certification granted. Along with this we may include information regarding the status of your certification e.g. if it is suspended or withdrawn. In some special cases we can withhold information at your request but only if there are clear reasons to do so e.g. security or safety reasons.

9 Certification & Listing on the Register

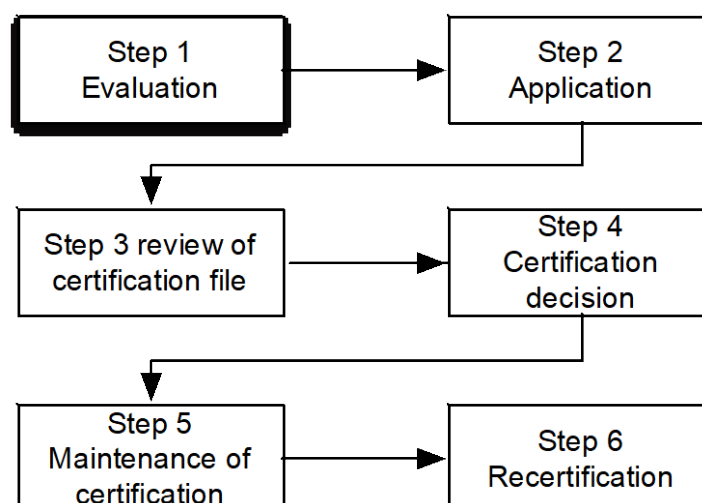
In order to become certified and to appear on the Register you will be required to make an application for certification and registration using the process described below.

Initial certification is for a period of three years, contingent upon complying with all maintenance requirements that must be met.

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10 Application

10.1 General Process



10.1.1 Step 1 – Evaluation

In order to become certified and to join the 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 3 from whom specific information about the evaluation process can be obtained. The learning outcomes to be assessed are based on those listed in Section 6 above.

10.1.2 Step 2 – Application

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

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 on the LCC register by completing the relevant application form.

Additionally, you will need to:

- Provide evidence of your professional indemnity insurance
- Sign the CIBSE Certification Code of Conduct
- 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.

10.1.3 Step 3 - Certification file review

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

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either a recommendation for certification, a request to provide additional information or in some circumstances a rejection.

10.1.4 Step 4 - Granting of certification

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

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

Certification will not be granted until:

- Certification fees have been paid
- Confirmation has been verified of passing of the approved Energy Management Systems examination (or equivalent)

A certificate of registration will be issued; the certificate will detail the following:

- Name and address of Low Carbon Consultant – Energy Management Systems
- Date of issue
- Expiry date – nominally 1 year from the date of issue
- The scope of certification i.e.
 - Implementation of Energy Management Systems to BS EN ISO 50001

Note: Certificates always remain the property of CIBSE Certification.

In addition to being issued with a certificate, the details of your certification and certificate number are made accessible to the public through the CIBSE Certification Limited website.

Such public listing is a mandatory requirement of Personnel Certification by CIBSE Certification.

10.1.5 Step 5 - Maintenance of Certification and website listing

Certification is maintained and reviewed annually. In order to remain certified CIBSE Certification will require all registered persons to complete the following Surveillance activities on an annual basis:

- Submit a register of any complaints received and action taken for resolution
- Submit up to date Professional Indemnity Insurance (PII) if expired
- Submit CPD records in accordance with CCP 111

Failure to comply with these requirements may lead to suspension and/or withdrawal of certification.

10.1.6 Step 6 - Recertification

All personnel certification expires after three years.

To achieve recertification an assessment of ongoing competence will be undertaken. Recertification assessment will include an assessment of continuing competence - this may be an examination or other form of assessment that must be passed prior to confirmation of

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recertification, alternatively a review of your activities, including CPD, over the 3 year certification period may be appropriate.

You will also need to have complied with all maintenance requirements in Section 10.1.5, CIBSE Certification will inform you of the requirements as necessary.

11 Inform CIBSE Certification

11.1 Other Changes of Details

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

- Name
- Address
- Employer
- Trading status
- Trading name
- Company ownership
- Change in Professional Indemnity Insurance (PII) e.g. provider, extent of cover
- Any other significant change that may affect their certification including any doubt regarding your own ongoing competence
- Changes that affect your ability to meet the certification requirements of this scheme description document

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

12 Fees

All fees are payable at the time of application for certification therefore all applications must be accompanied by the appropriate fee payable by cheque, credit card etc.

The fees for certification and inclusion on the registers are contained on the CIBSE Certification website at the following address: <https://www.cibsecertification.co.uk>

Registration fees are renewed annually.

13 Use of the CIBSE Certification certificate and certification marks/logo

There are restrictions on the use of the CIBSE Certification scheme marks. These restrictions are described in document CCP 109 Use of Certification Marks.

To assist you in the use of the logos, Style Guides are available, containing the logos and the rules for their use is also available, only to those currently certified by CIBSE Certification. These are given in the following document:

- CCP 118 - External LCC Style Guide

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14 Suspension and Withdrawal of Certification

All certified and registered persons must remain compliant with the certification scheme requirements.

When a certified and registered person fails to meet certification scheme requirements their certification may be suspended or withdrawn.

It should be noted that withdrawal might also be a voluntary process.

15 Respite from the Certification and Registration schemes

15.1 Policy

CIBSE Certification will allow a period of self-declared voluntary inactivity from the Register after which you will be allowed to resume your certification where you 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)
- Emotional distress
- Redundancy
- Overseas posting

15.2 Conditions

- 1) Respite can be requested for a period of up to 12 months
- 2) The respite period shall start on a date that you indicate to the Certification Systems Manager and you must give at least 4 weeks' notice
- 3) During that time you must have no ongoing involvement in building services engineering in the UK other than training/CPD
- 4) No more than one period of Respite shall be permitted sequentially
- 5) If after 12 months you do not resume your certification it shall be regarded as lapsed
- 6) It is your responsibility to ensure that at the end of the Respite period you contact CIBSE Certification to ensure ongoing certification and registration
- 7) During Respite you may take part in training and CPD activities at your own discretion
- 8) If as a result of a period of Respite you miss out on update training then you 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) You will need to make your Annual Returns for the period of Respite; a nil return stating that you 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 provided to you
- 11) The Respite request will be recorded on our internal databases

15.3 How to apply for respite

In the first instance you should write to the Certification Systems Manager, in confidence, stating:

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- Your reasons for requesting Respite
- The period of time you require
- Your proposed Respite start and end 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.

16 Complaints about CIBSE Certification

CIBSE Certification operates a dispute and complaints procedure (CCP 101) that any individual (i.e. those that are potential, current, suspended or withdrawn from certification) 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
- They have been excluded from the scheme unfairly
- That complaints against them have been unfairly upheld

17 Changes to certification scheme requirements

Over time there are like to be changes to the certification scheme requirements. Some of these changes may require additional assessment to enable your certification to remain extant. An example of this would be following a substantive update to the Building Regulations, Part L.

Whether or not a change will require additional assessment CIBSE Certification will always give you as much notice as possible of all changes and make information publicly accessible when it is appropriate to do so.

We will also ensure that the requirements for any further assessment for the maintenance or renewal of certification are communicated to you in a timely manner.

End/-

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