

# Approved Certifiers of Design: Section 6 (Energy) BRE Scotland

Part of the BRE Trust

# Approved Certifiers of Design:

Schemes for Certification of Design  
(Section 6 – Energy) for:

- Non-Domestic Buildings
- Domestic Buildings

## Certification: Approved Bodies

- Must employ at least one Approved Certifier to hold an active membership
- Adopt auditable checking procedures, and agree to audit as required by BRE
- Have a minimum cover of £2 million Professional Indemnity insurance
- Make provision for Certifier training
- Designate a suitable person to the role of “Certification Coordinator”
- Maintain a logbook of all Certificates issued
- Abide by the Code of Conduct
- Abide by Scheme Document
- Report significant changes to BRE within 7 days





# Role of the Certifier

## BRE

Part of the BRE Trust



## How the Scheme operates

- Application received – one per Firm (Approved Body) and one per Certifier
- Applicants signposted to recognised training course where required.
- Typically three parts to training:
  - Part 1 – Software workshop – 2 days intensive workshop
  - Part 2 – The Role of the Certifier – 1 day
  - Part 3 – The Exam – 1 day
- Application & Exam results are reviewed and membership decision is made.
- Member details uploaded to Certification Register
- Approved Body can now offer ACD Services to clients

## Membership: Approved Certifiers

- Open to *suitable* construction professionals who meet membership criteria
- Criteria – Membership of an appropriate professional body at an appropriate level; Level IV SVQ/NVQ; at discretion of scheme manager
- Examination is mandatory prior to formal acceptance of application
- Have supervisory experience related to energy design
- Implement procedures to check compliance
- Complete training in energy modelling, national calculation methodology
- Understand scheme requirements as outlined in scheme document
- Abide by the Code of Conduct
- Record work in a logbook
- Submit evidence of certification work for audit

## Code of Conduct

The Approved Certifier of Design and Certification Coordinator are required to:

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.

## Code of Conduct

### ACD and Certification Coordinator are expected to:

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. Only undertake tasks for which they have ***appropriate expertise and experience***; do not misrepresent themselves as having expertise and experience that they do not possess;
3. 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;
4. Acknowledge that for some projects they may lack appropriate experience to enable them to act as the Certifier; and
5. 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.
6. Be part of the design team with a continuous involvement in the design process.



## Procedures are in place to manage:

- Applications
- Complaints and Appeals
- Invalid Certificates
- Certificates from terminated members
- Disciplinary
- Audits

## Certification in operation

- Client engages Approved Certifier (Approved Body or Sole Practitioner)
- Certifier has continuing involvement in the design process
- Certifier keeps a checklist throughout job
- Approved Body maintains logbook of all certification work provided
- Certificate of Design – one page
- Scheme Members download the certificate from the members area of the BRE ACD web site (protected with secure access)
- Certifier and Coordinator confirm Section 6 compliance has been demonstrated then complete Certificate
- Building Warrant applicant submits documentation for verification
- Certificate has Certifier and AB registration details
- Verifier checks registration details on BSD's Certification Register <http://www.certificationregister.co.uk/>

## Certification checklist

- Checklist of items used in the certification process  
i.e. specifications, drawings, literature
- Specifics for each standard
- Calculations
- Must be checked off and signed off by the Certifier
- Counter signed by the Coordinator
- Reviewed by the Approved Body

## Logbook

Logbook information to be maintained by the Approved Body

- Copies of all Certificates issued
- Copy of any checklist used by Certifier
- Record of how compliance was achieved
- Record of any third parties used
- Record of correspondence with client and other parties
- Record of particular problems encountered and their resolution
- Declaration that job is within competence of Certifier
- Statement from Certification Coordinator of quality control for each project
- Copy of contract with client, including terms and conditions

## ACD Contacts:

### Head of Certification

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