

## GUIDANCE NOTE FOR REGISTERED ENERGY AUDITORS

The **EU Energy Efficiency Directive** (2012/27/EU) identifies measures that are required to be introduced by member states in order for the EU to meet its binding energy efficiency and emissions targets. The measures cover activities in the public sector, utilities, buildings and transport, financing of energy projects, and energy use in large enterprises.

**EED Article 8, section 4: “Member States shall ensure that enterprises that are not SMEs are subject to an energy audit carried out in an independent and cost-effective manner by qualified and/or accredited experts or implemented and supervised by independent authorities under national legislation by 5 December 2015 and at least every four years from the date of the previous energy audit.” The next compliance date will be from 29<sup>th</sup> September 2018 until 5<sup>th</sup> December 2019.**

The directive has been transposed into Irish Law as **Statutory Instrument (SI) 426 of 2014**. Part 3 of the Legislation covers Energy Audits. The legal requirement is that “non-SMEs” (large enterprises) must carry out an energy audit of their operations every four years. In addition the SEAI must establish a “National registration scheme for energy auditors” to conduct such audits or to certify compliance as required under the Directive.

### **Statutory Instrument (SI) 426 of 2014.**

**Part 3 12 (1) The SEAI shall establish and maintain the operation of a national registration scheme for energy auditors (“energy audit scheme”). Access by market participants offering energy services shall be based on transparent and non-discriminatory criteria.” Scheme registration**

**Part 3 13. (1) The SEAI shall register energy auditors under the energy audit scheme as qualified to carry out energy audits in accordance with these Regulations.**

SEAI has established a registration scheme with a core objective to put in place a list of energy auditors from which large enterprises can select suitably qualified personnel to conduct such audits and to demonstrate their compliance with the Energy Efficiency Directive. A person listed on this register will be known as a **Registered Energy Auditor**

This document outlines:

- Documents required to register;
- The role of the Registered Energy Auditor;
- Minimum qualification requirements for registration;
- Other mandatory requirements;
- Additional supplementary information.

## DOCUMENTS REQUIRED TO REGISTER

The following will be required in order to be considered for registration:

1. Fully completed and signed **Registration Form**;
2. Registered Energy Auditors Certificate of Insurance Form;
3. Tax Clearance Certificate;
4. Copy of Degree Certificate;
5. Copy of any other additional registrations, educational certificates/qualifications;
6. Certified copy of driver's license or passport;
7. Any other declarations as may be required under the registration process.

## ROLE OF REGISTERED ENERGY AUDITOR

Once registered the Registered Energy Auditor may be procured to undertake an energy audit on behalf of the large enterprise to comply with their obligation under the Directive as outlined in the Energy Audit Scheme Guidance Note.

A Registered Energy Auditor may also be procured to undertake validation of audits completed by other means or by persons not on register. e.g. internal resources.

The completed audit should meet the provisions outlined Annex VI of the EU Energy Efficiency Directive (2012/27/EU) and this includes any alternative route to compliance being considered.

Once the audit is complete, the Registered Energy Auditor should present the findings to the senior management of the client company for sign off by CEO or Senior Director.

A person representing themselves as a Registered Energy Auditor who is not on the published SEAI Register is committing an offence.

## MINIMUM QUALIFICATION REQUIREMENTS FOR REGISTERED ENERGY AUDITORS

**To fulfil the minimum requirements in order to be included on the Register of Energy Auditors, applicants will need to possess the following criteria:**

1. The applicant must have been awarded an appropriate related technical qualification, minimum Level 7 Ordinary Bachelor Degree as defined by the National Framework of Qualifications (NFQ) in a relevant discipline such as engineering, architecture or building services;
- AND**
2. The applicant must have completed a minimum 7 years relevant professional work experience since achieving the above primary 3<sup>rd</sup> level degree;
- AND**
3. The applicant must have been awarded a minimum of one of the following titles or have the registration:

SEAI acknowledges the comprehensive approach which professional bodies apply to their courses, qualifications and/or competence assessment of their members. Therefore anyone listed on an established register with any one of the following qualifications/registrations below are currently deemed to have fulfilled the third registration requirement:

- a. Energy Institute Chartered Energy Engineer;
- b. Energy Institute Chartered Energy Manager;
- c. Association of Energy Engineers Certified Energy Manager;
- d. Association of Energy Engineers Certified Energy Auditor;
- e. Practising Non Domestic BER Assessor Registered with SEAI;
- f. ESOS (UK Auditing scheme) Lead Assessor.

Please note these lists are subject to change and update. SEAI reserves the right to alter any of the above minimum requirements at their discretion.

## OTHER MANDATORY REQUIREMENTS

### Code of Practice

All auditors will be required to sign up to a Code of Practice for Registered Energy Auditors

### Insurance

Auditors are required to have the following Insurance as a condition of registration:

- Public/Products Liability Insurance with a minimum limit of €6,500,000 any one event for Public Liability;
- Professional liability insurance with a minimum limit of €1,300,000 for any one claim;
- Employers Liability Insurance (applicable to employer/employee registrations only). Policy provides an indemnity limit of not less than €13,000,000 for any one event.

## **Tax Clearance Certificate**

Auditors are required to have a valid Tax Clearance Certificate as a condition of registration. To obtain a Tax Clearance Certificate please contact [www.revenue.ie](http://www.revenue.ie)

Applicants must submit a Tax Reference Number and Tax Clearance Access Number (TCAN) as part of the registration documentation as well as at any time the Tax Clearance Certificate is renewed, amended or updated.

## **Auditors Registered e-mail address**

Auditors must provide a valid registered e-mail address to SEAI. The SEAI team or any of its agents will send all communications to this registered e-mail address.

## **Registration Renewals**

Registration will be for a period of one year from date of first registration or until alternative arrangements are put in place by SEAI. SEAI will be developing systems and process to streamline the registration process and will send a renewal notice to him/her in advance. Renewal of registrations is subject to in date Public/Products Liability, Professional liability and if applicable Employers Liability insurance policies and may be subject to additional educational or administrative requirements.

## **ADDITIONAL SUPPLEMENTARY INFORMATION**

Auditors will not be requested to provide samples of previous client audits to SEAI. However the SEAI will recommend to enterprises that they request examples with references relevant to their business area. Each enterprise can review this information and make an informed judgement as to the suitability of an auditor for their class of business.

SEAI will recommend useful tools to enterprises to assess auditor competence when procuring the service. The British Standards Institution (BSI) – ‘Publically Available Specification (PAS) 51215: Energy efficiency assessment - Competency of a lead energy assessor’ specification is one such example as it gives a methodology to assess the competency of a person for conducting an energy audit assessment. Hence it provides a consistent way for energy auditors with the right competencies to be identified. SEAI will also recommend that three quotations are obtained from potential auditors prior to finalising an appointment.

Comments or queries to: [energyauditingScheme@seai.ie](mailto:energyauditingScheme@seai.ie)

**SEAI will augment and update this FAQ document periodically.**