

Energy Assessor Scheme for Inspection of Air-conditioning Systems Schedule of Fees



Initial APEL fee per energy assessor (Fees subject to VAT @ 17.5%)			
1	<i>APEL fee covers initial APEL assessment of candidate's qualifications and experience by a HVCA Training competence assessor. In addition the fee covers the secondary two day training course for the Certification of Competence required to become an energy assessor for the Inspection of Air conditioning Systems.</i>	HVCA Member and/or BESCA CPS Member Company (applying on behalf of employed individual/s) £750	Non member Accreditation Fee £950

Annual accreditation per energy assessor (Fees subject to VAT @ 15%)			
2	<i>Annual accreditation fees cover all routine monitoring/technical inspections necessary for accredited individual operating at multiple sites/locations and are inclusive of travel and subsistence costs.</i>	HVCA Member and/or BESCA CPS Member Company (applying on behalf of employed individual/s) £200	Non member Accreditation Fee £300

Lodgement Credits - Lodgement of completed Air-conditioning Inspection Report per system		
3	10 Lodgement Credits	£300
	50 Lodgement Credits	£1350
	100 Lodgement Credits	£2,400

Additional inspection/compliance visits		
4	Half-day	£430
	Full-day	£570

Cancellation and/or rescheduling of monitoring visits		
5	Cancellation or rescheduling of audit visits five days or less prior to audit	£275
	Travel and subsistence costs incurred for cancellation with no prior notice	Variable

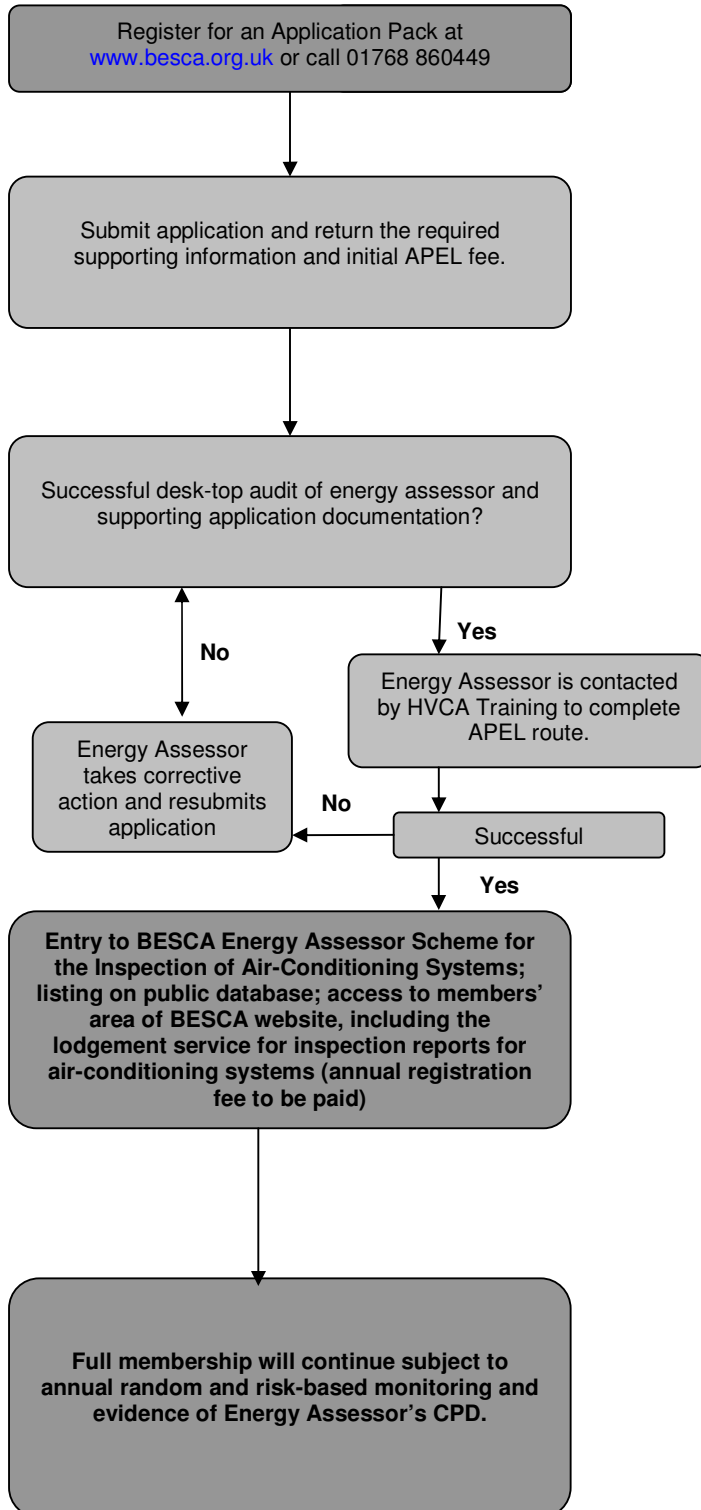
Notes

- All applicants must meet the technical competence requirements as stipulated by the Department of Communities and Local Government (CLG), the Scottish Building Standards Division (BSD) and the Northern Ireland Department of Finance and Personnel to become an energy assessor for the inspection of air conditioning systems, these are known as the National Occupational Standards (NOS). HVCA Training will carry out assessment and training on behalf of BESCA to help candidates meet these requirements. Payment for APEL must be submitted with the initial BESCA energy assessor application form
- For existing HVCA Members and BESCA Competent Persons Scheme Members a reduced annual accreditation fee per energy assessor applies. All accreditation fees must be paid prior to entry onto the Energy Assessor Register; subsequent accreditation fees are due on or around the anniversary of entry. Please refer to the flow chart overleaf for details of the renewal and audit cycle.
- Members lodging air-conditioning inspection reports should use the BESCA on-line lodgement service at www.besca.org.uk to register each report. Reports for air-conditioning systems can also be submitted by fax, post or email. A charge is made for each report produced which includes the cost of QA monitoring. Lodgement credits must be purchased in advanced and each credit will be allocated to each lodged system report. To purchase lodgement credits please use the lodgement order form at www.besca.org.uk
- Should the Energy Assessor be selected for a random monitoring/technical inspection, no separate inspection fees will be incurred. Additional monitoring/technical inspection fees apply only in the event of any serious audit non-conformities or non-compliance, which result in additional inspection/compliance visits being required. These will be scheduled as necessary at the cost shown. Please note that half-day visits can only be scheduled where travel and audit times allow.
- Cancellation fees are payable at the discretion of the Scheme's independent auditors, BM Trada Certification Ltd.
- First year accreditation and lodgement charges must be paid prior to entry onto the Energy Assessor Register; subsequent membership fees are due on or around the anniversary of entry. **Amounts shown are subject to the addition of VAT at 17.5%.**

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Initial application process *(See note 1)*



1 Please refer to the flow chart on page 3 of the Scheme Operation Booklet for full details of the Scheme registration requirements.

2 Energy Assessors must meet the National Occupational Standards (NOS) to become members of BESCA's accreditation scheme for the inspection of air-conditioning systems. This can only be achieved by Accreditation of Prior Experiential Learning (APEL). Full details of the APEL route can be found at www.besca.org.uk

3 BESCA will undertake a desk-top audit of the Energy Assessor application and supporting documents. This will be done against the standards set by the scheme and the applicant will be notified of the outcome. BESCA will pass applicants' details to HVCA Training for APEL competence assessment.

4 Energy Assessors will be issued with log in credentials and a guide to BESCA's Energy Assessor lodgement service which will allow lodgement of inspection reports for simple and/or complex air-conditioning systems.

5 Annual membership will continue based on payment of renewal fees and compliance with BESCA terms of registration.

Applicants will be routinely sampled by BESCA to ensure CPD and operating standards are being met. In addition, random monitoring and on-site monitoring inspections will be carried out in accordance with CIBSE TM44. Energy Assessors will be informed in advanced of these visits.

Any individual requiring additional inspection visits due to serious non-conformities or non-compliance will be charged for the necessary time at the day rate shown overleaf.

Annual membership will continue based on payment of renewal fees and compliance with BESCA terms of accreditation.