

**APPLICATION & REPORT FOR REGISTRATION AS AN**

**IES LEAD ENERGY ASSESSOR (LEA)**

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| First Names: |  | Surname: |  |
| Title: | Prof [ ]  Dr [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]        |
| **Professional Membership** |
| Membership Category: | [ ]  Fellow [ ]  Member |

**DATA PROTECTION:** I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in the 1998 Data Protection Act. I also understand that details pertinent to my application, registration and history will be held on computer in terms of the Data Protection Act 1998. I agree to my contact details including Name, Telephone number and Membership Number being used for the purposes of establishing and maintaining the Lead Energy Assessor Register and understand they will be provided to third parties wishing for me to act as a Lead Energy Assessor for ESOS assessment**. I understand that this means my name will be published on the IES LEA register, accessible on the IES website.** [ ]

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| **Applicant Check Lists** |
| To post: | [ ]  Completed application, signed and dated [ ]  All Competencies completed[ ]  Your long-form CV [ ]  Signed Witness Statements (overleaf) |

 **Payment**

[ ] I enclose a cheque made payable to: ‘Institution of Environmental Sciences’; *or*

[ ] I have rung 0207 6011920 and paid by credit/debit card; *or*

[ ]  I would like an invoice sent to: Email Address:

**APPLICANT’S UNDERTAKINGS**

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| **[ ]** I agree to **annually revalidate** my status annually against the IES CPD standards in order to retain the designation. This will involve submitting CPD on an annual basis, 50% of which will relate specifically to the PAS 51215 competencies. Failure to do this will result in losing my LEA status.[ ]  I wish to **apply for registration** as a Lead Energy Assessor and declare that the information I have given in this application is, to the best of my knowledge, accurate and true.[ ]  I agreed to **abide by the Code of Professional Conduct** issued by Institution of Environmental Sciences and accept that any breaches of the Rules or the Code of Professional Conduct will be dealt with under disciplinary procedures. The Code states that members shall: 1. exercise professional skills and judgement to the best of their ability and discharge professional responsibilities safely and with integrity;
2. have full regard for the enhancement of environmental quality and sustainable development and the mitigation of environmental harm;
3. have full regard for the public interest at all times;
4. commit to maintaining professional competence by undertaking appropriate continuing professional development and give all reasonable assistance to further the education training and professional development of others; and
5. notify the Institution:
	1. if convicted of a serious criminal offence
	2. of any breach of the Code of Professional Conduct by another member
 |
|  | Date: DD/MM/YYYY |  |  |
| (Signature of Applicant) |  |

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| **Witness 1:** I hereby confirm that the review and reports submitted represent the Candidate’s own work |
| Name: |       | Tel: |       |
| Organisation: |       | Position: |       |
| Relationship to candidate: |       | Years known candidate: |       |
|  | Date: | **D** | **D** | **M** | **M** | **Y** | **Y** |  |
| (Signature of Witness) |  |
| **Witness 2:** I hereby confirm that the review and reports submitted represent the Candidate’s own work |
| Name: |       | Tel: |       |
| Organisation |       | Position: |       |
| Relationship to candidate: |       | Years known candidate: |       |
|  | Date: | **D** | **D** | **M** | **M** | **Y** | **Y** |  |
| (Signature of Witness) |  |

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| **FOR OFFICE USE ONLY – APPLICATION STAGE** |
| [ ]  Form and report completed correctly[ ]  Included copy of CV[ ]  Signed Witness and checked data statement |
| Assessor | Name | Comments | Signed | Date |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 (if required) |  |  |  |  |
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| Please send to: Institution of Environmental Sciences, Floor 3, 140 London Wall, London, EC2Y 5DN and email to info@the-ies.org.  |

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| **Professional Energy Assessment and Energy Audit experience relevant to PAS 51215 must total at least two years’ experience. Please list audit and dates** |
| Date of Audit | Project Details |
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**COMPETENCES REPORT**

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| **A. Core competencies required for an energy efficiency assessment** |
| A1. Ability to understand operation context of an organisation being assessed for ESOS |
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| A2. Familiarity with, and ability to apply, the requirements of energy efficiency assessment methods |
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| A3. Ability to define the scope of the energy efficiency assessment to be undertaken |
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| A4. Understand, in detail, energy use and energy systems applicable to the organisation being assessed |
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| A5. Manage energy efficiency assessment teams and budgets |
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| A6. Understand the techniques of measuring, sampling, submetering and establishing an energy balance |
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| A7. Data interpretation, including analysis and scrutiny of energy use, energy consumption, and energy performance data |
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| A8. Identification, quantification, ranking and prioritisation of opportunities for improvement |
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| A8. Managing working relationships |
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| A8. Preparation and presentation of a technical and nontechnical report for an energy efficiency assessment |
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| **B1. Technical knowledge and skills** |
| B1-1. Understanding and application of material and energy balance |
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| B1-2. Understanding and application of fluid flow |
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| B1-3. Understanding and application of heat transfer |
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| B1-4. Understanding, and application of transport systems |
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| B1-5. Understanding, and application of electrical systems |
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| B1-6. Measuring, sampling, sub metering and interpreting results |
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| B1-7. Understanding the role of operating procedures and their impact on energy performance |
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| B1-8. Conceptual design, technical and economic evaluation |
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| B1-9. Project planning and deployment |
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| B1-10. Understanding the importance of maintenance |
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| **B2. Non-Technical knowledge and skills** |
| B2-1. Communicating the outcome of an energy efficiency assessment |
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| B2-2. Training |
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| B2-3. Stakeholder engagement |
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| B2-4. Managing change |
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| B2-5. Economic valuation of opportunities for improvement |
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| B2-6. Generating a business case for implementing identified opportunities for improvement |
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