



H&VCA Ltd

Energy Assessor Membership Requirements

All prospective members and current members must:

1. Agree to and abide by the H&VCA Code of Practice;
2. Hold a relevant QCA approved Energy Assessor Diploma to the DEA national occupational standards;
3. Achieve 10 hours Continuous Professional Development of relevant learning per annum;
4. Hold professional indemnity insurance of a minimum of £50,000 for a ten year run off period per EPC, and the policy to specify indemnity for energy assessors;
5. To pay all charges due within the terms of the invoice;
6. To provide H&VCA with information as requested to carry out its monitoring requirements;
7. Be 'fit and proper' persons; and
8. Provide a CRB basic disclosure.

To be a 'fit and proper' person to join the H&VCA Scheme, applicants must conform to the following:

- a. H&VCA will make appropriate enquiries, including enquiries of the applicant, other accreditation schemes [and the Criminal Records Bureau (Basic Disclosure)] into the background of applicant EA's to enable H&VCA to make an informed judgement as to whether the applicant is a fit and proper person, and maintain checks/monitoring after membership is granted;
- b. H&VCA will reject applications or revoke membership where the applicant or member is considered not to be a fit and proper person;
- c. Applications will be rejected and membership revoked if a person has been convicted or cautioned for a serious arrestable offence including:
 - Murder;
 - Manslaughter;
 - Death by reckless driving;
 - Rape;
 - Kidnapping;
 - Firearms offences;
 - Hostage taking; and
 - Hijacking or torture.



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- d. Applications will be rejected or memberships revoked if a person has been convicted of offences that are less serious than those listed above if these are offences against the person or property, or offences which involve elements or acts of dishonesty, corruption, substantial financial gain or serious loss to anyone (including theft, fraud and deception), which resulted in a prison sentence within the last 5 years;
- e. In all other cases where an offence has been committed H&VCA will take into account the following:
- The relevance of the offence to the role of the EA;
 - The seriousness of that offence;
 - Whether there is any significant pattern of offending; and
 - How recently the offence was committed.

Where member EA's actions are in breach of the above, EA's will be disciplined where appropriate, with sanctions including suspension or disqualification from membership where appropriate.

Upon request, reasons shall be given to an applicant who is refused membership or an energy assessor who is expelled from membership.

H&VCA has an appeals system for those who are rejected, expelled or suspended from membership. For more information please see 'Appeals Policy'.