

## Registration Form for Registered Energy Auditor

**Please ensure the following before submitting your application:**

- You fully understand and are compliant with the declarations you are committing to through this registration.
- You have an appropriate related qualification, Minimum Level 7 Ordinary Bachelor Degree as defined by the National Framework of Qualifications (NFQ) in a relevant discipline, **and** completed a minimum seven years related professional work experience since achieving your primary 3rd level degree **and** an additional energy related qualification/registration as specified in Section B3.
- You have read and accepted the Code of Practice for Registered Energy Auditors (where applicable\*). N.B. By submitting your signed application you are undertaking to adhere to and abide by the Code of Conduct associated with this scheme
- Application is signed, dated and all the fields where appropriate are completed.
- Attached copies of degree certificate and additional qualification/registration certificates.
- Attached completed Registration of Insurance Certificate form (where applicable\*).
- Attached the Tax Clearance Certificate (where applicable\*).
- Attached a certified copy of either your driving licence or passport.
- If you have submitted the above as part of the registration process for a Non –Domestic BER Assessor registration and would like SEAI to use the information as part of this registration process, please confirm your permission in the declaration and you do not need to resubmit.

A separate form must be completed for each individual who wishes to be included on the register.

The information provided will only be used by SEAI in their function as administrator of the Energy Audit Scheme.

Registration is for a one year period and is automatically renewed subject meeting to the prevailing registration requirements at the time of renewal.

**If the registration form is not fully completed with all relevant documentation attached it will be returned to you.**

If you have any queries regarding the registration process:

Email [rea@seai.ie](mailto:rea@seai.ie) or telephone: 01 8082046

**The completed registration form should be returned to (Scanned copies will be accepted but must be signed before scanning):**

Sustainable Energy Authority of Ireland,  
Energy Auditing Scheme,  
P.O. Box 119,  
Cahirciveen,  
Co. Kerry.

**\*NOTE:** Auditors who wish to undertake in-house audits for their employee will have to register but they will not be listed on the public register nor will they be required to maintain the level of insurance or present a tax clearance certificate as required by those consultancies offering their services on a commercial basis. They will still

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*be required to participate in Quality Assurance monitoring and evaluation as part of SEAI's quality control process, in line with the regulation guidance.*

**A: General Information**

A1. Applicant Details		
<b>Applicant Name</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Do you wish to be included on the public register (please tick)?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Persons completing in-house audits should tick NO.</b>
<b>Registered Email Address:</b>		
<b>Telephone:</b>	<b>Mobile:</b>	<b>Landline:</b>
<b>Company Name:</b>		
<b>Address:</b>		
<b>Applicant Position in Company:</b>		
<b>Website</b>		
<b>Regional Preferences (Counties)</b>	Ulster <input type="checkbox"/> Munster <input type="checkbox"/> Connacht <input type="checkbox"/>	
	Dublin <input type="checkbox"/> Rest of Leinster <input type="checkbox"/>	
<b>Non Domestic BER Number</b>		

**B: Technical Capability**

B1. Mandatory Educational Qualifications	
<i>Applicants must have completed (at a Minimum) a Level 7 Ordinary Bachelor Degree as defined by the National Framework of Qualifications (NFQ) in a relevant discipline including engineering, architecture or building services. In this section provide detail of the key course that meets the minimum Level 7 Ordinary Bachelor</i>	
Details	Course
Full Name of Course Completed <i>(use course name as shown on accredited lists if applicable)</i>	
Full Name of Academic Institution	
Qualification Title Received	
Year Qualified	

B2. Mandatory Post Qualification Experience				
<i>Provide a summary of your professional post qualification work experience for the <b>last seven years</b> direct work experience in an energy auditing/surveying related field or environment.</i>				
Start Date	Finish Date	Employer	Position	Job Description (1 sentence only)

<b>B3. Mandatory Additional Energy Auditing Related Requirements</b>				
<p><u>Any one of the following</u> qualifications/registrations are currently deemed to have fulfilled the third registration requirement:</p> <ul style="list-style-type: none"> <li>• Energy Institute Chartered Energy Engineer</li> <li>• Energy Institute Chartered Energy Manager</li> <li>• Association of Energy Engineers Certified Energy Manager</li> <li>• Association of Energy Engineers Certified Energy Auditor</li> <li>• Practicing Non Domestic BER Assessor in Republic of Ireland with SEAI</li> <li>• ESOS (UK Auditing scheme) Lead Assessor</li> </ul> <p><b><i>Any registrations/qualifications recorded here will be listed on the public register</i></b></p>				
Description				
Year of award/registration				
Membership/Registration Number				
ESOS Register Owner:				
Description				
Year of award				
Membership/Registration Number				
ESOS Register Owner:				
Description				
Year of award				
Membership/Registration Number				
ESOS Register Owner:				
Description				
Year of award				
Membership/Registration Number				
ESOS Register Owner:				

**C: Economic Capacity**

<b>C1. Tax and Insurances</b>	
<p><i>The applicant must provide evidence that they work within an organisation holding a valid <b>Tax Clearance Certificate and Insurances</b>. Please tick the boxes to indicate that (where applicable) this evidence has been included in the application.</i></p>	
<b>Registered Energy Auditor Certificate of Insurance Form</b>	<input type="checkbox"/>
<b>Tax Clearance Certificate</b>	<input type="checkbox"/>

**D. Record Keeping**

<b>Declaration of Record Keeping</b>	
<p><input type="checkbox"/> Records of Energy Audits carried out by myself as a Sole Trader or in-house on behalf of my employer will be maintained by me in accordance with the scheme rules and regulations.</p>	

Or
<input type="checkbox"/> Records of Energy Audits carried out by Registered Energy Auditors registered under this Company will be maintained by this Company in accordance with the scheme rules and regulations.
<input type="checkbox"/> I agree to allow auditors on behalf of SEAI to visit and check these records if required or to furnish them to SEAI on request.

**E: Declarations**

<b>E1. Declarations</b>	
<p>I, _____ of _____ (Company Name if relevant),              have read and agree to comply with SEAI’s Code of Practice for Registered Energy Auditors.              In consideration of SEAI’s agreement to register the named person in Section A of the Auditor Registration Form for the purposes of undertaking energy audits for enterprises wishing to demonstrate compliance to SI 426 of 2014,</p> <p style="text-align: center;">I/we undertake to the Sustainable Energy Authority of Ireland (SEAI):</p> <ul style="list-style-type: none"> <li>• To release and indemnify SEAI against all actions, proceedings, claims or demands whatsoever arising out of or in connection with the execution of Audits and acknowledge that no liability shall attach to SEAI or to the state:                     <ul style="list-style-type: none"> <li>○ For any error, omission or malpractice arising from whatever cause in the execution of an audit/certification carried out by a Registered Energy Auditor;</li> <li>○ For the negligent or otherwise wrongful act or omission by the Registered Energy Auditor and</li> <li>○ For a breach by the Auditor of the Code of Practice for Registered Energy Auditors.</li> </ul> </li> <li>• To take responsibility for maintenance of such records and calculations as would be required to support and defend, should they be questioned, and</li> <li>• I agree to allow SEAI to use my Non Domestic BER registration records for this registration.</li> </ul> <p>I/we undertake, further, to notify SEAI in writing if the named person in Section A of the Registration Form ceases to be authorised to carry out audits, or if I/we decide to cease operations as auditors.</p> <p>Print Name of Authorised Signatory: _____</p> <p>Print Title of Authorised Signatory: _____</p> <p>Signature of Authorised Signatory: _____ Date: ___/___/___</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">Company Stamp or Seal</div> <div style="border: 1px solid black; width: 100px; height: 50px;"></div> </div> <p>I agree to allow auditors on behalf of SEAI to visit and check these records if required.</p> <p>I hereby apply for registration and agree to observe and abide by the Code of Practice. I confirm that the information I have provided in this form and all supporting documentation is true and accurate and I have not presented any false or misleading information.</p>	
<b>Signed:</b>	
<b>Date:</b>	

# Energy Audit Scheme

## Registered Energy Auditor Certificate of Insurance Form

This form must be completed (where applicable) by a Registered Insurance Broker or Agent or Insurance Company licensed to issue cover in the Republic of Ireland, as approved by the Financial Regulator.

### Assessor / Insured Details:

<b>Name (s) of Auditor (s)/ Insured:</b>	
<b>Business Name as per SEAI registration:</b>	
<b>Full Business description (as per policy):</b>	

### Public / Products Liability Insurance:

<b>Policy No.</b>	<b>Insurers:</b>
<b>Cover Start date:</b>	<b>Expiration date:</b>

### Professional Indemnity Insurance:

<b>Policy No.</b>	<b>Insurers:</b>
<b>Cover Start date:</b>	<b>Expiration date:</b>

### Employers Liability Insurance:

Number of employees directly employed by your company: \_\_\_\_\_  
Employers' liability insurance is not mandatory if the number of employees is zero

<b>Policy No.</b>	<b>Insurers:</b>
<b>Cover Start date:</b>	<b>Expiration date:</b>

We hereby certify that the above-mentioned Auditor holds the indicated insurances including the minimum standards as indicated/required by the Sustainable Energy Authority of Ireland (SEAI) for participation as a Registered Energy Auditor.

Policy documents and current renewal receipts must be available for inspection by SEAI or their appointed agents.

Insurance is an ongoing requirement for registration with SEAI and details must be completed with each new policy.

- The policies are in the jurisdiction of the Republic of Ireland
- Indemnity includes accidents occurring anywhere in Ireland
- Policy is current and the premium has been paid

### Insurance Company or Broker or Agent's Details:

<b>Name:</b>		<i>Insurance Company or Broker or Agent's Stamp</i>
<b>Signed:</b>		
<b>Position / Status:</b>		
<b>Date:</b>		

