

Terms and Conditions – October 2017.

By applying to place your name on this register, you are agreeing to the following conditions of registration: That you will:

- Retain your status as AEE Certified Professionals
- Adhere to the AEE code of Ethics
- If acting as third-party Lead Assessors (i.e. not in-house), ensure that the organisation you work for holds professional indemnity insurance appropriate to activities as ESOS Lead Assessors.
- Only undertake activities as an ESOS Lead Assessor relevant to areas of your competence, or where required, employ persons in areas where additional competence is required.
- Undertake CPD activities relevant to activities as an ESOS Lead Assessor on an annual basis and retain evidence of this activity and provide such evidence when re-registering annually with UKAEE. If registered for multiple years, this will be requested on an annual basis.
- Co-operate with any investigations by AEE or the Environment Agency as part of the audit process
- Notify UKAEE (esos@ukaee.org.uk) of any instances where there is non-compliance with the rules of ESOS and/ or AEE Code of Ethics relating to AEE Certified Professionals.

Where individuals are registered as ESOS Lead Assessors and there is cause to suspend registration for any period (e.g. their relevant AEE Certification is no longer valid), on subsequent correction of the issue, the individual may reapply for registration. Repayment of registration fee is not made in the event of suspension and payments made cannot be carried over into subsequent years where they fail to correct the issue in the same calendar year that it arises.

Please also note, if an individual has paid to the end of 2022 for this ESOS cycle, but have not kept up to date on annual CPD to maintain either CEA or CEM, then you will no longer be on the register and no refund will be provided in this instance.

ESOS Lead Assessors should also be aware that where they register as UKAEE ESOS Lead Assessors and subsequently fail to renew their registration in the following years this will likely increase the risk of their audits being subsequently checked / audited by the UK Environment agency as a natural first check for any organisation is whether the Lead assessor is still listed on one of the approved ESOS Registers. Any requests from UK Environment Agency for clarification of the status of any Lead Assessor will be responded to by AEE/ UKAEE with the current status of the related individual and the periods when their registration as Lead Assessor was valid. Registration for periods in the past shall NOT be permitted.

Thanking you for your cooperation

UKAEE ESOS Committee