



Euroopa Liit
Euroopa Sotsiaalfond



Eesti tuleviku heaks



ESF Program "Development of occupational qualifications system"

OCCUPATIONAL STANDARD

Chartered specialist in energy performance of buildings, level 8

The occupational standard is a document that describes the job and competence requirements, i.e. a set of skills, knowledge and attitudes required for successful job performance in a particular occupation.

The occupational standard of a chartered specialist in energy performance of buildings, level 8, serves as the basis for assessing training programmes, the range of personal competences, and comparing the qualifications and occupations.

The qualification of a chartered specialist in energy performance of buildings is granted to a person by granting a vocational certificate if the authority that is going to grant the qualification has acknowledged the conformity of their range of competences to the occupational standard.

Occupational qualification title	Estonian qualifications framework (EstQF) level
<i>Chartered specialist in energy performance of buildings, level 8</i>	8

Part A

Job description

A.1 Job description

The content of the work of a specialist in energy performance of buildings is the assessment of energy performance of buildings and consultation in the field of energy performance, proceeding from the principles of sustainable development, professional ethics, up-to-date engineering knowledge, and good designing, consulting, and construction practice.

This occupational standard contains the description of the occupation of a chartered specialist in energy performance of buildings and competence requirements.

A chartered specialist in energy performance of buildings is a specialist who corresponds to the notion of a specialist in charge (a competent party) described in the Construction Act, who is capable of preparing energy audits for different types of buildings (residential buildings, public buildings, industrial objects, and other complex buildings) on their own and at their own risk, can issue energy performance certificates for existing buildings, and provide consulting services in the field of energy performance of buildings (including industrial buildings). The specialist can perform calculations in order to prove the conformity of minimum requirements for energy efficiency of buildings to the requirements for buildings with low and almost zero energy consumption. A chartered specialist in energy performance of buildings participates in research and development.

A chartered specialist in energy performance of buildings is ready to work in an interdisciplinary team in cooperation with engineers and specialists working in related fields. Whenever required, this specialist also supervises and involves other specialists.

A chartered specialist in energy performance of buildings has the ability to find solution to complex problems and implement the solutions in a feasible, environmentally-friendly, and socially acceptable way.

This specialist is capable of managing large work groups or organisations in order to achieve strategic objectives and bear responsibility for the results of the work of other people.

A chartered specialist in energy performance of buildings is a top specialist with wide-ranging experience in the field of energy performance of buildings, who is capable of creating new solutions and technologies and providing expert assessments to complex projects, works, etc.

In addition to a chartered specialist in energy performance of buildings, level 8, in the field of energy performance of buildings there have also been established the qualification of an energy auditor, level 6, an initial qualification of diploma specialist in energy performance of buildings, level 7, and a diploma specialist in energy performance of buildings, level 7.

The overview of qualifications and levels in the field of energy efficiency of buildings is provided in Annex 1.

A.2 Units

A.2.1 Assessing energy efficiency of existing buildings.

A.2.2 Technical and economic analysis

A.2.3 Conducting energy audits of residential, public and complex (for example industrial facilities) buildings.

A.2.4 Consulting services in the field of energy performance.

A.2.5 Preparing energy performance certificates and issuing them to existing buildings.

A.3 Working environment and specific aspects of work

Mainly, a chartered specialist in energy performance of buildings works in an office and on site. The specialist visits the site for inspection, takes measurements and interviews people. The objects can be located in different areas. The specialist in energy performance of buildings has a flexible schedule. Whenever required, the specialist should use special uniform and protective equipment. The

specialist should proceed from general occupational safety and, whenever required, electrical safety requirements.

A.4 Tools

In their work, in addition to ordinary office equipment (computers, communication devices, etc.) and software (text processing, tables, Internet communication, etc.), a chartered specialist in energy performance of buildings also uses special computer programmes (e.g. the programmes for calculating the dynamic thermal field etc.) and measuring devices (e.g. measuring devices that store data).

A.5 Personal characteristics necessary for this job: abilities and personality traits

This kind of work assumes innovative thinking that supports environmentally-friendly sustainable development, creative streak, independence, determination to make decisions, analytical abilities, accuracy, responsibility, ability to make generalisations, communication and cooperation skills, spatial awareness and adaptation ability.

A.6 Occupational training

The precondition for obtaining the qualification of a chartered specialist in energy performance of buildings is higher technical education. Diploma specialists in energy performance of buildings study at special courses and in institutions of higher education.

In order to succeed in the occupation, a specialist in energy performance of buildings should hold competence that consists of knowledge and skills, specialized and professional work experience and the attitudes that are required for the work of a specialist in energy performance of buildings.

When applying for the qualification, the terms and conditions of application as well as the requirements for the accumulation of credit points within refresher courses should be adhered to (see annexes 2 and 3).

A.7 Possible job titles

Engineer, designer, energy auditor, a specialist issuing energy performance certificates, project manager, consultant, energy expert, a specialist dealing with modelling, executive, research fellow, teaching staff, etc.

A.8 Regulations

The acquisition of the qualification of an energy auditor proves the competence of a person within the meaning of legal acts governing the field of energy performance to work in the field of energy performance at their own risk and independently within the limits of competence verified by the occupational qualification.

Part B

COMPETENCE REQUIREMENTS

B.1 The structure of the occupational qualification

In order to apply for the qualification of a chartered specialist in energy performance of buildings, it is necessary to demonstrate competences B2.1 - B 2.6.

B.2 Competences

Obligatory competences

B.2.1 Assessing the energy efficiency of the existing buildings	EstQF level 8
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> 1) obtains the required baseline data and documents; 2) assesses the adequacy and sufficiency of baseline data and documentation; 3) prepares an action plan, assesses the need for involving related specialists; 4) whenever required, involves related specialists and delegates tasks to them; 5) performs inspection on the site, including the condition of the heating, water supply, cooling, and ventilation systems, electrical installations, technical systems, envelope structure of the building, and indoor climate; 6) takes measurements, using special tools that have been prepared in advance, or orders measurements works; 7) assesses the functioning of the heating, water supply, cooling, and ventilation systems, electrical installations, and lighting equipment, proceeding from the principles of energy performance; 8) assesses the condition of envelope structure of the building, including thermal conductivity, air leaks, humidity conditions, and energy performance; 9) assesses the condition of indoor climate in the building; 10) compares similar objects; 11) carries out the technical and economic analysis of the heating, water supply, cooling, and ventilation systems, electrical installations, technical systems and envelope structure of the building; 12) carries out a summary analysis of a building as a single whole energy consumption unit; 13) detects important shortcomings and the possibilities for improving technical condition as well as gives recommendations for boosting energy performance. 	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> 1) measurement tools and devices; 2) the methods of measuring the efficiency of the heating, water supply, cooling, and ventilation systems, electrical installations, and lighting equipment; 3) thermal conductivity, air leaks, humidity conditions. 	
<p><u>Assessment method(s):</u> On the basis of documents (self-assessment, completed works, etc.) and/or tests, whenever required.</p>	

B.2.2 Technical and economic condition	EstQF level 8
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> 1) inspects the heating, water supply, cooling, and ventilation systems, electrical installations, and lighting equipment of the building as well as envelope structure of the building and analyses their condition; 2) analyses the condition of indoor climate; 3) carries out a summary analysis of a building as a single whole energy consumption unit; 	

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<ol style="list-style-type: none"> 4) compares the analysed object with other similar objects; 5) calculates the annual energy consumption of a building by making use of simpler calculation methods (for example degree days) and dynamic simulation software; 6) assesses the estimated cost of the implementation of possible energy efficiency measures, energy and money savings to be achieved; 7) analyses the technical and economic viability of the implementation of potential energy performance measures by assessing the big picture and making generalisations and by making use of methods for the discounted calculation of the payback period.
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> 1) energy performance measures, including dynamic heat transfer; 2) methods based on discounting.
<p><u>Assessment method(s):</u></p> <p>On the basis of documents (self-assessment, completed works, etc.) and/or tests, whenever required.</p>

<p>B.2.3 Conducting energy audits of residential, public and complex (including industrial facilities) buildings.</p>	<p>EstQF level 8</p>
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> 1) carries out energy audits on site; 2) prepares energy audit reports. 	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> 1) legal acts related to auditing buildings; 2) methods, standards, etc. related to auditing buildings. 	
<p><u>Assessment method(s):</u></p> <p>On the basis of documents (self-assessment, completed works, etc.) and/or tests, whenever required.</p>	

<p>B.2.4 Providing consulting services in the field of energy efficiency</p>	<p>EstQF level 8</p>
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> 1) manages energy performance related projects; 2) assesses the energy efficiency of existing energy consumption and production; 3) prepares expert assessments of energy performance, development plans, feasibility research and other documents; 4) provides consulting services in the field of energy performance of planned/designed/reconstructed buildings, including energy consumption modelling; 5) assesses energy consumption and its peculiarities on the basis of measurement results; 6) calculates energy consumption with the help of different calculation methods, knows the necessary theoretical fundamentals; 7) assesses the efficiency of energy consumption and production; 8) resolves the problems in the field of energy performance creatively, comes up with solutions for improvement of energy performance and optimisation of energy costs; 9) prepares forecasts of future energy consumption; 10) suggests different development scenarios, is able to assess their feasibility and purposefulness; 11) prepares feasibility studies for use by credit institutions; 12) models energy consumption of designed and significantly renovated buildings and proves their conformity to minimum requirements of energy efficiency and the requirements set for the buildings with low and almost zero energy consumption; 13) puts together the project team and supervises their work. 	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> 1) different possibilities for using renewable energy and their effect on energy performance; 2) legal acts dealing with energy efficiency and compliance with these acts; 	

Assessment method(s):

On the basis of documents (self-assessment, completed works, etc.) and/or tests, whenever required.

B.2.5 Preparing energy performance certificates and issuing them to existing buildings

**EstQF level
8**

Performance indicators:

- 1) prepares an energy performance certificate, proceeding from measured energy consumption;
- 2) makes suggestions for improving energy efficiency;
- 3) fills in the appropriate energy performance certificate form correctly.

Supporting knowledge:

- 1) legal acts, methods, standards dealing with the issue of energy performance certificates for buildings and the area of their application;
- 2) energy performance certificate forms for different buildings.

Assessment method(s):

On the basis of documents (self-assessment, completed works, etc.) and/or tests, whenever required.

TRANSVERSAL COMPETENCIES

B.2.6 The competences transversing the work of a specialist in energy performance of buildings

**EstQF level
8**

Performance indicators:

- 1) applies appropriate scientific, technical, or technological principles for resolving different kinds of problems;
- 2) holds a certain theoretical basis, which allows to adopt new technologies and systems;
- 3) assesses the applicability of technologies in their field of expertise, taking into consideration the needs of the user, the situation at the market, and restrictions;
- 4) uses and develops creativity when resolving some problems in the field, in obtaining new knowledge and its application;
- 5) looks for the opportunities for self-development and keeps abreast of innovations in the relevant field, comes up with new ideas and implements them;
- 6) uses suitable means and solutions provided by information and communication technologies (hereinafter referred to as ICT), through their actions, facilitates wider awareness of energy efficiency, boosting its value in the society, and shapes and follows public values and norms in different environments;
- 7) in their work, proceeds from the ethics of the qualification of an energy auditor and a specialist in energy performance of buildings (see Annex 4 - the Code of Professional Ethics);
- 8) is a role model for young specialists;
- 9) advocates the application for occupational qualifications of an energy auditor or a specialist in energy performance of buildings;
- 10) discerns important problems connected with the occupation;
- 11) protects professional interests;
- 12) bears responsibility for suggestions and decisions related to their occupation;
- 13) bears responsibility for their own actions and the actions of their co-workers that are connected with their occupation;
- 14) in their work, uses the Estonian language in speaking and writing correctly and expresses themselves clearly;
- 15) is proficient in at least one foreign language, at least at the B2 level (see Annex 5 - Descriptions of language skill levels);
- 16) takes active part in discussions and meetings and chairs them;
- 17) prepares presentations, letters, documents, and reports;
- 18) exchanges technical information in a way that is comprehensible to everyone;
- 19) provides feedback and prepares intermediate results reports;

- 20) creates positive communication environment and acts in accordance with good communication practice;
- 21) establishes the networks of relations that are required for cooperation.

Supporting knowledge:

- 1) basic knowledge in the following subjects:
- a) Electrical Engineering,
 - b) Thermal Engineering,
 - c) Structural Physics,
 - d) Indoor Climate in Building,
 - e) Electric Power Supply in Buildings and Efficient Energy Consumption,
 - f) Energy Efficiency and Its Feasibility,
 - g) Renovating Buildings,
 - h) Basics of Automation,
 - i) Heat Supply in Buildings,
 - j) Designing Buildings and Frontispieces,
 - k) Air Conditioning and Cooling in Buildings,
 - l) Modelling and Analysis of Thermal Properties in Buildings,
 - m) Ventilation in Buildings,
 - n) Water Supply in Buildings.
- 2) legal acts dealing with energy efficiency and their area of application;
- 3) institutions and cooperation networks connected with specialty area;
- 4) trends in economy and educational system connected with specialty area;
- 5) knowledge in PR;
- 6) basic principles of public performance;
- 7) basics of psychology.

Assessment method(s):

Transversal competences are assessed in the integration with other competences listed in the occupational standard.

Part C

GENERAL INFORMATION AND ANNEXES

Information on the preparation and approval of the occupational standard, on the body awarding occupational qualifications, and reference to the location of the occupational standard in classifications	
1. Occupational standard identification in the register of occupational qualifications	15-05062013-2.3/3k
2. The occupational standard is compiled by:	Teet Tark, Estonian Society of Heating and Ventilation Engineers Siim Link, Estonian Association of Thermal Engineers Ülo Kask, Department of Thermal Engineering of Tallinn University of Technology Paul Einaste, Estonian Association of Electrical Enterprises Peter Haab, Estonian Association of Architectural and Consulting Engineering Companies Targo Kalamees, Tallinn University of Technology Tiit Pukk, chartered energy auditor, Estonian Society of Heating and Ventilation Engineers, chairman of the assessment committee of occupational qualifications in the field of energy performance
3. Occupational standard approved by	Professional Council of Engineers
4. Number of the decision by the Professional Council	10
5. Date of the decision of the Professional Council	05/06/2013
6. The occupational standard is valid until (date)	04/06/2018
7. Occupational standard version No.	1
8. Reference to the Classification of Occupations (ISCO 08)	21 Science and engineering professionals
9. Reference to the level in the European Qualifications Framework (EQF)	8
C.2 Title of occupational qualification in foreign languages	
In English: Chartered Specialist in energy performance of buildings	
C.3 Annexes	
Annex 1. Overview of the Levels of Qualification in the Field of Energy Performance of Buildings Annex 2. Preconditions for the Occupational Qualification Title of an Energy Auditor and a Specialist in Energy Performance of Buildings Annex 3. Accumulation of Credit Points Within Professional Refresher Courses for Energy Auditors and Specialists in Energy Performance of Buildings Annex 4. Professional ethics and the code of conduct of energy auditors and specialists in energy performance of buildings. Annex 5. Descriptions of language skill levels.	

Overview of the Levels of Qualification in the Field of Energy Performance of Buildings

There are the following qualifications in the field of energy performance of buildings:

- Energy auditor 6 (level 6 of EstQF), is valid for five years
- Energy auditor 6 (level 6 of EstQF), includes partial qualification *Preparation of Energy Audits for Residential Buildings*, is valid for five years
- Diploma specialist in energy performance of buildings 7 (level 7 of EstQF) initial qualification, termless
- Diploma specialist in energy performance of buildings 7 (level 7 of EstQF), is valid for five years
- Chartered Specialist in energy performance of buildings 8 (level 8 of EstQF), is valid for five years

Energy auditor 6

Energy auditor 6 is a specialist who corresponds to the notion of a specialist in charge (a competent party) described in the Construction Act, who is capable of preparing energy audits for residential and public buildings on their own and at their own risk, can issue energy performance certificates for existing buildings. A partial qualification of an energy auditor for residential buildings is a part of the comprehensive qualification of an energy auditor 6.

An energy auditor holding the **partial qualification of the *Preparation of Energy Audits for Residential Buildings*** is a specialist who corresponds to the notion of a specialist in charge (a competent party) described in the Construction Act, who is capable of preparing energy audits for residential buildings on their own and at their own risk and issue energy performance certificates for existing buildings on the basis of the information about energy consumption provided by the ordering party.

Diploma specialist in energy performance of buildings 7, initial qualification

This specialist has mastered the university study programme which conforms to professional requirements B2.1-B2.7 listed in the occupational standard for a diploma specialist in energy performance of buildings 7.

This specialist is capable of applying general theoretical knowledge and the knowledge, skills, etc. in the field of energy performance of buildings under the supervision of a chartered specialist in energy performance of buildings and/or a diploma specialist in energy performance of buildings.

Diploma specialist in energy performance of buildings 7

Diploma specialist in energy performance of buildings 7 is a specialist who corresponds to the notion of a specialist in charge (a competent party) described in the Construction Act, who is capable of preparing energy audits for residential and public buildings on their own and at their own risk, can issue energy performance certificates for existing buildings, and provide consulting services in the field of energy efficiency of residential and public buildings. Whenever required, this specialist also supervises and involves other specialists.

Diploma specialist in energy performance of buildings 7 is ready to work in the interdisciplinary team in cooperation with engineers and other specialists working in related fields.

This specialist is capable of managing smaller work groups or organisations in order to achieve strategic objectives and bear responsibility for the results of the work of other people.

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A diploma specialist in energy performance of buildings has got the ability to solve problems and implement the solutions in a feasible, environmentally-friendly, and socially acceptable way.

A diploma specialist in energy performance of buildings 7 has got extensive and in-depth knowledge in the specialty field and basic knowledge in the fields that are related to their specialty. This specialist has extensive professional skills and in-depth expertise in the fields that are related to their specialty and is capable of developing innovative solutions. This specialist is capable of executing complex work tasks in an independent and responsible manner under the circumstances that can change unpredictably. Self-management, supervision and control over other people, management of resources, providing assessment to their own actions and the actions of other people, and the development of their profession are all included in the range of their tasks.

Chartered specialist in energy performance of buildings 8

A **chartered specialist in energy performance of buildings** is a specialist who corresponds to the notion of a specialist in charge (a competent party) described in the Construction Act, who is capable of preparing energy audits for different types of buildings (residential buildings, public buildings, industrial objects, and other complex buildings) on their own and at their own risk, can issue energy performance certificates for existing buildings, and provide consulting services in the field of energy efficiency of the buildings (including industrial buildings).

A chartered specialist in energy performance of buildings has got the ability to solve difficult problems and implement the solutions in a feasible, environmentally-friendly, and socially acceptable way.

A chartered specialist in energy performance of buildings is ready to work in the interdisciplinary team in cooperation with engineers and specialists working in related fields.

This specialist is capable of managing large work groups or organisations in order to achieve strategic objectives and bear responsibility for the results of the work of other people.

A chartered specialist in energy performance of buildings is a top specialist with extensive experience in the field of energy performance of buildings, who is capable of creating new solutions and technologies and providing expert assessments to complex projects, works, etc.

A chartered specialist in energy performance of buildings has got thorough knowledge in the field of professional activities, the specialist understands the interconnections between different fields and their effect. The specialist has professional skills of high level, including synthesis and assessment, in order to create new knowledge, procedures, and interconnections between different fields. A chartered specialist in energy performance of buildings is independent, responsible, and creative when executing work tasks under the conditions that require new strategic approach.

Simplified and generalized overview of the operating limits of qualifications in the field of energy efficiency as well as of the scope of competence is provided in the table below.

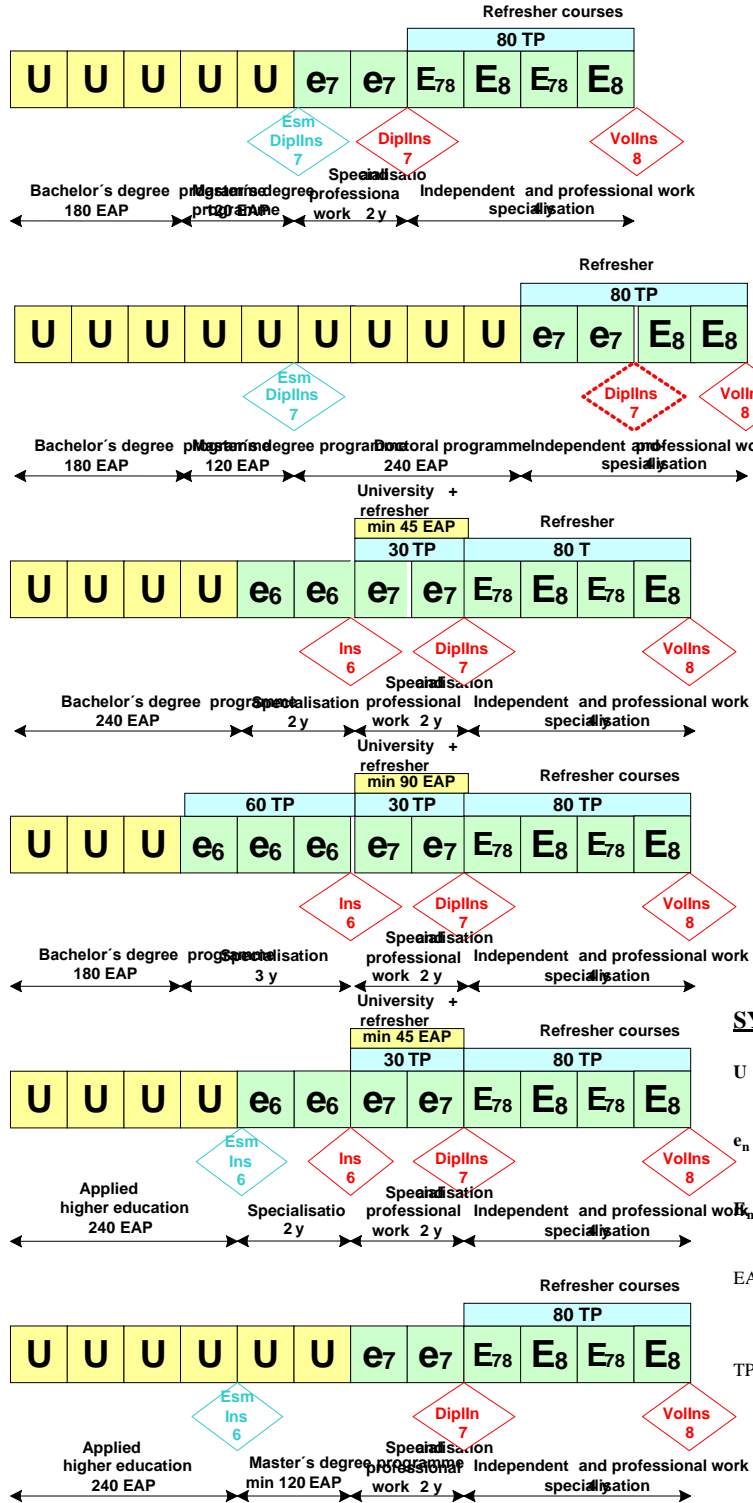
Competence	Energy auditor 6		Diploma specialist in energy performance of buildings 7	Chartered specialist in energy performance of buildings 8
	Partial occupational qualification, carrying out energy audits in residential buildings	Complete occupational qualification		
Issuing energy performance certificates to existing buildings	+	+	+	+

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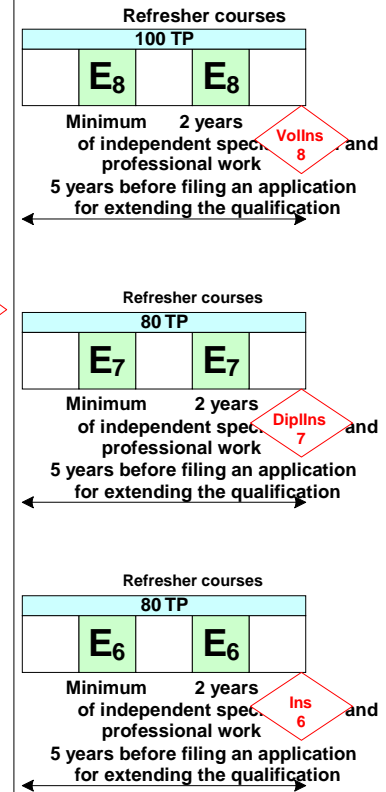
Competence	Energy auditor 6		Diploma specialist in energy performance of buildings 7	Chartered specialist in energy performance of buildings 8
	Partial occupational qualification, carrying out energy audits in residential buildings	Complete occupational qualification		
Carrying out energy audits in residential buildings	+	+	+	+
Carrying out energy audits in public buildings		+	+	+
Carrying out energy audits in complex buildings (including industry)				+
Providing consulting services in relation to energy performance in residential and public buildings (expert assessments, development plans, feasibility research, etc.)			+	+
Providing consulting services in relation to energy performance in complex buildings (including industry) (expert assessments, development plans, feasibility research, etc.)				+
Dynamic modelling of the heat-transfer cycle in buildings, providing the evidence base for the calculations of minimum requirements for energy efficiency as well as the requirements for the buildings with low or almost zero energy consumption			+	+
Scientific research and development, training				+

Preconditions for the Occupational Qualification Title of an Energy Auditor and a Specialist in Energy Performance of Buildings

Initial application for a qualification



Extending a qualification



SYMBOLS:

- U - 1 nominal year (ca 60 EAP) of studies in an institution of higher education or a university
- e_n - 1 year of engineering experience corresponding to the level of qualification that is applied for
- E_n - 1 year of independent engineering experience corresponding to the level of qualification that is applied for
- EAP - one credit point awarded in the course of studies for the corresponding level of qualification; 1 EAP = 26 hours of work
- TP - credit point awarded within a refresher course; 1 TP = 1 academic hour within a course that was held by an authorized specialist on the level of an engineer

ACCUMULATION OF CREDIT POINTS WITHIN PROFESSIONAL REFRESHER COURSES FOR ENERGY AUDITORS AND SPECIALISTS IN ENERGY PERFORMANCE OF BUILDINGS

1. Contents of Refresher Courses

Continuous professional development, which means the development of knowledge, experience, and skills, planned and held at the initiative of an engineer/specialist, in order to improve the execution of tasks connected with professional or occupational field in the course of the entire career of an energy auditor or a specialist in energy performance of buildings. It includes both technical and non-technical subject matter. Fundamentally, there are two ways of participating in refresher courses - by participating in a formal refresher course and by studying independently.

Formal refresher courses

- participating in lectures
- participating in seminars and practical lessons
- participating in scientific conferences and the conferences covering practical aspects
- "functional" reading, i.e. an exam or a test is done on the basis of the material that has been covered through reading
- presentations at conferences, seminars, lectures
- publications in the specialty field
- educating students or supervising the courses for engineers
- participating in activities of committees and work groups connected with the development and implementation of new ideas and initiatives in the specialty field

Refresher courses through independent learning

- identifying specific problems connected with the specialty field and presenting solutions
- reading professional or other technical literature
- listening to/watching audio and visual programmes

2. Assessment of Refresher Courses

The main indicator of the credit accumulation system is listening to a presentation concerning the analysis and a generalization of an issue, delivered by an Estonian authorized specialist holding a qualification of an engineer/specialist, during one academic hour, which deals with current and perspective issues. It corresponds to **one credit point awarded within a refresher course – 1 TP**. In order to take into consideration the value of the course, proceeding from the qualification of the lecturer, the contents of the lecture, and the duration of studies, the number of credit points awarded within a course or its part is the product of three factors:

$$TP = LK \times \check{O}S \times h ,$$

where TP– one credit point awarded within a refresher course

LK– qualification of the lecturer

1,2 – university or college professor

1,0 – university or college teaching staff (not a professor);

Estonian authorized specialist with the qualification of an engineer/specialist

0,8 – engineer/specialist with a diploma

0,7 – engineer/specialist/auditor

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ÕS – contents of studies

0,9 ÷ 1,1 – explaining the contents of current and perspective calculation methods, explaining the methods of project management, presenting generalizations concerning practical experience in different aspects of professional activities

0,7 ÷ 0,9 – explaining the general principles of calculation methods, presenting the practical experience in the field of project management and professional activities

0,3 ÷ 0,7 – introduction of a product, specialized seminar at companies, etc.

h– duration of studies in academic hours

For making and delivering presentations within a refresher course, the number of points awarded to a lecturer equals to the number of points three times larger than the number of points awarded to the participants in the refresher course.

3. Requirements Imposed Upon an Applicant for Occupational Qualification

The minimum number of points awarded within a refresher course that is the precondition for granting an occupational qualification is indicated in **Annex 2 Preconditions for the Occupational Qualification Title of an Energy Auditor and a Specialist in Energy Performance of Buildings**.

1. At least 75% of the number of points awarded after the completion of the course and of the total number of points must be obtained in the area of specialisation or the specialty related to the qualification that is applied for, or the extension of which is applied for.

PROFESSIONAL ETHICS AND THE CODE OF CONDUCT OF ENERGY AUDITORS AND SPECIALISTS IN ENERGY PERFORMANCE OF BUILDINGS

1. The Code sets requirements to an engineer holding the qualification of an energy auditor or a specialist in energy performance of buildings with the aim of providing the ethical feasibility of their professional activities. Adhering to the Code is compulsory for everyone who holds the relevant qualification, and other specialists operating in the same field are also advised to adhere to it.
2. In their specialty field, an energy auditor and a specialist in energy performance of buildings must take into consideration the effect of science and technology on humanity and natural environment, and they must not forget about their social responsibility while executing their work tasks.
3. An energy auditor and a specialist in energy performance of buildings should work and communicate in accordance with the rules of conduct that are valid in the European countries and pay special attention to respecting the professional rights and dignity of their co-workers.
4. An energy auditor undertakes to proceed from the following ethical beliefs in their work.

I Personal Ethics

1. An energy auditor and a specialist in energy performance of buildings must maintain their professional skills on the level that would enable them to provide services in their field on an international level. They should respect the country where they work and international legislation.
2. Their professional skills and honesty must guarantee the lack of bias in relation to professional analyses, assessments, and decisions.
3. They should stick to their promises and the agreement of non-disclosure of information, to which they have given their voluntary consent.
4. They must be committed to engineering and take part in the work of specialized organisations and other associations of engineers, especially in the events that they hold, which promote the trade of an engineer and facilitate continuous professional development.
5. They should only use titles and names that they are entitled to.

II Work Ethics

1. An energy auditor must only accept work tasks within their competence. If a task requires the skills and knowledge beyond their competence, they must seek for the assistance of an expert in the relevant field.
2. They must execute the work tasks they have undertaken.
3. They must obtain the precise description of the services and the work that are/is expected of them.
4. They must do everything that is possible to remove the factors that hinder the execution of work tasks, at the same time providing the safety of the people that are connected with the execution of work tasks, property, and environment.

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5. They must collect the payment for their work that is in strict accordance with the amount of services they have provided and their quality as well as with the amount of responsibilities connected with the services. They must not accept any illegal payments.
6. They must pay to their co-workers and assistants the salary that corresponds to the services they have provided and their responsibilities.
7. They try to use up-to-date work tools and techniques, providing high quality results of their work and nice working environment for their co-workers and subordinates.
8. They should do their best to avoid conflicts of interest in their work.

III Social Responsibility

1. An energy auditor and a specialist in energy performance of buildings respects their co-workers, their personal rights, and takes their requirements and ambitions into consideration in their work, provided that they conform to legislation and work ethics.
2. They take care of the safety and health of nature, environment, and people and work for the benefit and well-being of humanity as well as for the benefit of sustainable development of the environment.
3. They provide the public with adequate information about their professional achievements, opportunities, and plans, which enables the public to properly assess the effect of the decisions connected with science and technology in society.
4. They treat the traditions of the country where they work with respect.