

Application form V: Ventilation and Air Conditioning Work



Ventilation and air conditioning work can be assessed and certificated to meet the requirements of the following Government* schemes.

Please indicate below which schemes you wish to join then complete the scope of assessment table to give more detail about the nature of your work.

Company Name:	
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Available Schemes		Tick
CPS	Competent Person Schemes (CPS) allowing self-certification against the Building Regulations in England and Wales.	
EEM	Energy Efficiency Measures (EEM) via PAS2030 certification for installing energy efficiency measures including funding initiatives such as Energy Company Obligation (ECO). To carry out work under ECO, you will also need to be TrustMark registered.	
GDI	Green Deal Installer (GDI) , in addition to EEM certification an assessment against the Green Deal Code of Practice allows listing as a green deal participant for carrying out installation work funded with Green Deal finance.	
TM	TrustMark is a scheme to help consumers identify a reputable tradesperson. NAPIT Scheme Members doing domestic work are eligible to be listed where relevant as "Air Conditioning Engineer" on the TrustMark site.	

ASSESSMENT

For ventilation and air conditioning work, assessments will be arranged based on the scopes applied for below. Assessment includes competence and installation work against the Minimum Technical Competence document. Where the scope includes EEM work assessments will be assessed against the standard PAS2030.

Column A is used to identify how many site assessments are needed and column B to determine the detailed scope of certification. It is assumed that all the items in column B will be available to assess competence on the visit (generally the most complex system will be seen). If the visit requires more than one site only those within a 30 minute journey will be valid without further charges.

Scope of Assessment	Tick (A)	Schemes	Scope of Certification <u>within</u> the Assessment	Tick (B)
Domestic ventilation systems		CPS, EEM, GDI	Mechanical ventilation systems with heat recovery	
		CPS	Mechanical ventilation systems without heat recovery	
		EEM, GDI	Ventilation system controls	
		CPS	Extractor fan in a new building (Same room as an open flued appliance)	
Non-domestic ventilation system		CPS	Mechanical ventilation systems with heat recovery	
		CPS	Mechanical ventilation systems without heat recovery	
		CPS	Ventilation system controls	
Domestic air conditioning systems		CPS, TM	Air conditioning systems	
		EEM, GDI, TM	Air conditioning controls	
Non-domestic air conditioning system		CPS	Air conditioning systems	
		CPS	Air conditioning controls	
Electrical installation work that can be covered within one or more of the above		CPS	Defined scope electrical installation work	

Number of Competent Operatives	
Enter the total number of competent operatives for the above scope of work and complete the following page for each of them.	

* Various terms are used by government departments, CPS is "authorised", Green Deal "licensed" and TrustMark "endorsed".

Operative details

(Refer to the document "[NAPIT Registration Guide to Qualifications Requirements – VAC](#)")

If you have several operatives please photocopy this form for each individual. If applying without qualifications/certificates but with over 3 years experience you will need to undergo an Experienced Worker Route (EWR) Assessment

A. Personal details (These will be held in accordance with the Data Protection Act)			
Title (Mr/Mrs/Miss/Ms/Other)		National Insurance No.	
Surname		Date of birth	
Forename(s)			

B. Scope of ventilation / air conditioning competence claimed (Please select all that apply)			
Mechanical ventilation	<input type="checkbox"/>	Air conditioning	<input type="checkbox"/>
		Electrical work for VAC	<input type="checkbox"/>

C. Applying as an existing or previous (last 2 years) registered competent person			
Name of Registration Body		Date of last assessment	

D. Applying as a qualified person or an experienced person			
Applying holding relevant qualifications or certificates. See Qualifications Guide and complete E, F and G below	<input type="checkbox"/>	Applying without formal qualifications but with >3 years experience Complete F and G below, you will need an EWR Assessment	<input type="checkbox"/>

E. Details of qualifications held (Please refer to the Qualifications Guide and identify those which satisfy each of the following requirements, if you hold a qualification not listed in the Guide that you think is satisfactory please contact NAPIT for it to be considered)		
Area of competence	NAPIT Code	Date Gained
Electrical work (for defined scope electrical work related to VAC please submit a copy of the NAPIT electrical <u>operative</u> form)		
Mechanical ventilation		
Air conditioning		

F. Indicate how many years' experience you have in each area of ventilation / air conditioning			
Mechanical ventilation	<input type="checkbox"/>	Air conditioning	<input type="checkbox"/>

G. Details of ventilation / air conditioning competence history (entries should cover relevant plumbing experience)			
Date From	Date To	Employer / sole trading or training organisation	Role held

Please enclose/email:

1. Copies of all qualifications/certificates indicated above (or evidence of previous registration for section C).
2. Email us a clear head and shoulders image from any device or send us two copies of a head and shoulders photograph with the name of the individual clearly written on the back.