



**Annual
Report**



Introduction

Stroma Certification Ltd was formed in November 2007, and commenced trading in March 2008.

This report is our fifth annual report prepared for the Department for Communities and Local Government (DCLG), reporting on the performance of Stroma Certification Ltd for the period from 1st October 2012 to 30th September 2013.

Stroma Certification Ltd is currently undertaking training and accreditation activities for: the Code for Sustainable Homes, the Green Deal and Competent Person Schemes as well as certification for various energy assessment schemes for existing and new build dwellings, non-dwellings, public buildings and air-conditioning inspections.

This annual return includes data for energy assessment certification activities and Competent Person activity as requested by the DCLG.

Please note that whilst the Stroma Group provide training for air leakage testing that is BINDT accredited, this activity is currently outside of the trading activity of Stroma Certification Ltd and is not included within this report, nor is any other activity undertaken by the wider Stroma Group.

Following significant software investment and innovative research and development Stroma Certification certifies approximately 36% of all the Energy Assessors working within the industry and in particular, operates a dominant Domestic Energy Assessor certification scheme, certifying over 5,600 members.

This report is an accurate record of activity during the period of 1st October 2012 to the 30th September 2013. Some data has been included from records held for the period beyond 30th September 2013: all instances of this have been clearly identified.

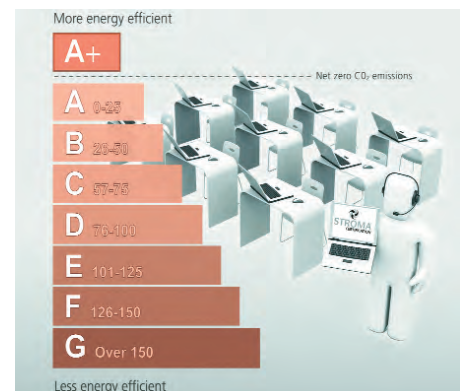
All information produced within this report has been collated and verified by the board of Stroma Certification Ltd with the single exception of the financial inclusion that has been provided by the Stroma Developments Ltd financial department.

Approved by the Board and signed on its behalf by:



Steve Horrocks
Technical Director

“This report is our fifth annual report prepared for the Department Communities and Local Government (DCLG)“



Review of Period

This section is a review of our performance for the period 2012/13.

This section is a review of our performance for the period 2012/13. All figures in this Annual Report are based on the reporting period from the 1st October 2012 to 30th September 2013 for those members during this period who have joined or requested to join Stroma Certification Ltd.

Stroma Certification is a Green Deal Approved Certification Body (registration number 4641) able to certify: Domestic Green Deal Advisors, Non-Domestic Green Deal Advisors Levels 3, 4 and 5, Organisations providing Green Deal Advise Service, (GDAS) and Green Deal Installers for both Domestic and Non-Domestic installations.

Membership of Green Deal Assessors has grown during this period with near to 4,000 scheme memberships.

Software development to support conducting compliant Occupancy Assessments (OA) and Green Deal applications has played a significant part of the year's research and development. In addition Stroma Certification Ltd maintained an online secure storage system, OSA15, whereby Stroma-certified assessors can keep their EPC and OA survey documents in a secure, remote location for the full 15 years required by DCLG.

Stroma Certification Ltd is licensed by the Department of Energy and Climate Change (DECC) to run the following Microgeneration Certification Schemes (MCS):

- Solar Photovoltaics (PV)
- Solar Thermal
- Heat Pumps

The MCS scheme is accredited under EN 45011:1998.

Stroma Certification is authorised by the DCLG to run CPS for:

- Installation of heating or hot water system connected to a heat-producing gas appliance, or associated controls. (2)
- Installation of (a) an oil-fired combustion appliance; or (b) oil storage tanks and the pipes connecting them to combustion appliances. (3)
- Installation of a heating or hot water system connected to an oil-fired combustion appliance or its associated controls. (5)
- Installation of a heating or hot water system connected to a solid fuel burning combustion appliance or its associated controls. (6)
- Installation of a heating or hot water system connected to an electric heat source or its associated controls. (7)
- Installation of a mechanical ventilation or air conditioning system or associated controls, which does not involve work on a system shared with parts of the building occupied separately, in a building other than a dwelling. (8)
- Installation of an air conditioning or ventilation system in a dwelling, which does not involve work on systems shared with other dwellings. (9)
- Installation of a lighting system or electric heating system, or associated electrical controls in buildings other than dwellings. (10)
- Installation of fixed low or extra-low voltage electrical installations in dwellings. (11)
- Installation of fixed low or extra-low voltage electrical installations in dwellings as a necessary adjunct to or arising out of other work being carried out by the registered person. (12)
- Installation, as a replacement, of a

window, rooflight, roof window or door in an existing dwelling. (13)

- Installation of a sanitary convenience, sink, washbasin, bidet, fixed bath, shower or bathroom in a dwelling, which does not involve work on shared or underground drainage. (14)
- Installation of a supply of non-wholesome water to a sanitary convenience fitted with a flushing device which does not involve work on shared or underground drainage. (16)
- Installation in a building of a system to produce electricity, heat or cooling (a) by microgeneration, or (b) from renewable sources (as defined in European Parliament and Council Directive 2009/28/EC of 23 April 2009 on the promotion of the use of energy from renewable sources). Excluding:- Biomass, CHP and Wind (17)
- Insertion of insulating material into the cavity walls of an existing building. (18)
- Installation, as a replacement, of a window, rooflight, roof window or door in an existing building other than a dwelling. This paragraph does not apply to glass which is load bearing or structural or which forms part of glazed curtain walling or a revolving door. (21)
- Installation of insulating material to the internal walls of a building. (22)
- Installation of insulating material to the external walls of a building, not including insulation of demountable-clad buildings. (23)

(x) Numbers indicate Building Regulations, Schedule 3 row number



“Offering cohesive certification schemes for assessment and installation in the stringent compliance arena, ensures members are offered cross benefits for membership, for example unrivalled technical support, in house software developers and members’ area websites that hold up to date material and guidance.”

Membership

As of the 30th September 2013, Stroma Certification Ltd's total number of members was 5610. The total individual memberships are in excess of 15,000.

The individual strands of certification are detailed in the table below.

SCHEME	TOTAL MEMBERSHIPS WITH SCHEME (30/09/2013)	APEL	QUALIFICATION
Existing Dwelling Domestic Energy Assessor (ED-DEA)	10,532	N/A	10,532
On Construction Domestic Energy Assessor (SAP)	625	255	370
Display Energy Certificates (DEC)	662	207	455
Non-Domestic Energy Assessor Level 3 (NDEA L3)	2,082	519	1,563
Non-Domestic Energy Assessor Level 4 (NDEA L4)	1,286	417	869
Non-Domestic Energy Assessor Level 5 (NDEA L5)	91	91	0
Air Conditioning Inspector Level 3 (ACI L3)	314	237	77
Air Conditioning Inspector Level 4 (ACI L4)	267	207	60
Green Deal Domestic Energy Assessor (GD-DEA)	3,950	N/A	3,950
Green Deal Non Domestic Energy Assessor (GD-NDEA)	19	N/A	19

Typically, an active member can retain more than one strand of membership, which is shown in the total members column of the above table; however the stated total of 5610 active members only includes each member once.



Applications in the Reporting Period

Stroma Certification Ltd has provided, in the table below, figures for those applications received for certification with Stroma Certification Ltd during the reporting period of 1st October 2012 to 30th September 2013.

The figures below are based on all applications received and processed during the reporting period, and therefore may include applications for members who are no longer with Stroma Certification Ltd.

STRAND	TOTAL APPLICATIONS	QUALIFICATION		APEL		REJECTED APEL
		NO.	%	NO.	%	
Domestic Energy Assessor (ED-DEA)	6,024	6,024	100%	0	0%	0
On Construction Assessor (SAP)	86	12	14%	74	86%	12
Display Energy Certificates (DEC)	26	26	100%	0	0%	0
Non Domestic Assessor Level 3	124	124	100%	0	0%	0
Non Domestic Assessor Level 4	79	68	86%	11	14%	11
Non Domestic Assessor Level 5	22	0	0%	22	100%	13
Air-conditioning Inspector Level 3	9	4	45%	5	55%	5
Air-conditioning Inspector Level 4	17	6	35%	11	65%	7

The data for membership applicants via the qualification route is difficult to define exactly at any given point in time, as these individuals may fall into one of several sub-sectors that can be difficult to monitor, as follows:

- Currently undertaking a qualification training course, but yet to pass the exam or complete the portfolio. Not all of these applicants will pass the exam, and several have cancelled their membership as a consequence. These applications are held in a file until the exam is passed before entering on the central database.
- Passed a qualification elsewhere, but awaiting verification of their portfolio; similarly to a) above we await confirmation that they have completed the portfolio for a 3rd party before processing the application.
- Completed the training course and passed the exam, but having had the portfolio rejected.

The qualification statistics are where applicants have provided the appropriate industry Diploma Certificate for the strand of accreditation required.

The APEL statistics includes new and existing applications, and for those prospective members who are switching to Stroma Certification Ltd.

The APEL statistics includes all applications received, and may include those that are awaiting supporting documentation to be submitted, and a final decision being made.

As a consequence, several applicants may ultimately end up either joining another certification scheme or simply never completing the qualification process.

The above table totalling 48 rejected APEL applicants include the list of applicants that have not been accredited, and have not reapplied via a qualification route. There are a further number of applicants that initially apply for APEL and transfer to a qualification route after establishing that they are not suitable APEL candidates. These sets of applicants are not reflected in the above analysis, as they are counted elsewhere as qualification applicants (if they apply to Stroma Certification Ltd).

Lodgements

The following lodgement analysis is from England & Wales covering 1st October 2012 to 30th September 2013.

REPORT TYPE	TOTAL	MEDIAN PER EA	MEAN PER EA	HIGHEST PER EA	LOWEST PER EA
Existing Dwelling Domestic Energy Assessor (ED-DEA)	422,752	62	138	3,760	1
On Construction Domestic Energy Assessor (SAP)	46,877	28	154	3,274	1
Display Energy Certificates (DEC)	12,223	24	71	627	1
Non Domestic Energy Assessor (NDEA)*	28,516	19	48	793	1
Air Conditioning Inspector (ACI) **	507	4	10	90	1

The following lodgement analysis is from Northern Ireland covering 1st October 2012 to 30th September 2013

REPORT TYPE	TOTAL	MEDIAN PER EA	MEAN PER EA	HIGHEST PER EA	LOWEST PER EA
Existing Dwelling Domestic Energy Assessor (ED-DEA)	37,964	102	457	3,294	1
On Construction Domestic Energy Assessor (SAP)	915	18	46	270	1
Display Energy Certificates (DEC)	1,582	7	51	1,220	1
Non Domestic Energy Assessor (NDEA)*	1,608	15	54	260	1
Air Conditioning Inspector (ACI) **	1	1	1	1	1

* Includes Level 3, 4 and 5 lodgements. ** Includes Level 3, 4

The median and the mean averages are based on the number of assessors with the scheme throughout the year that were active during this annual period.

The median per Energy Assessor is equal to the middle number based on the lodgements of all active assessors.

The mean per Energy Assessor is the average number of lodgements made based on all active members.

Quality Assurance

Stroma Certification Ltd monitors lodgement performance by active Energy Assessors, to ensure their compliance with all of the latest DCLG regulatory requirements.

Stroma Certification's QA procedures are rigorous to ensure compliance with the DCLG Scheme Operating Requirements (SOR), and internal QA software is continually improved to provide a clear checking procedure for our Quality Assurance Auditors to undertake.

All EPCs, OAs, DECs and ACIs that fall outside the error margin rates specified in the SORs are corrected and re-lodged.

The information we obtain through the technical support and auditing completed is communicated to scheme members through improved scheme documents, technical bulletins and CPD.

Continued Professional Development (CPD)

Stroma Certification Ltd requires annual CPD to be completed by all energy assessors. Our current requirement is 10 hours for each assessor for the first strand of membership held, and 5 hours for each strand thereafter. This is fundamental to the continued development of assessors, allowing them to keep themselves updated regarding industry changes and best practice.

Finance

All required financial information has been provided in Appendix A, attached to this report.

Customer Complaints

During this reporting period, Stroma Certification Ltd has received a total of 94 complaints. These complaints fall into 2 main categories which are:

1. EPC accuracy and perceived conduct issues with services offered by Energy Assessors
2. Certification membership services.

Stroma Certification Ltd takes all complaints seriously, whether they are as a result of poor practice from our assessors or as a result of our audit process. We use all comments made to further develop our systems, and include in bulletins issued to our members.

All complaints have been satisfactorily resolved or are currently being dealt with in accordance with DCLG requirements.

Who's Who

Stephen Horrocks *Technical Director*
Responsible for the overall operation of Stroma Certification Ltd. and all technical output, compliance and development of systems and procedures.

Stephen Dunks *Operations Manager*
Responsible for management of all business administration duties, interaction with the Quality Management System, Customer service and scheme operating requirements.

Stuart Oakes *Sales Manager*
Responsible for sales and business development of all strands of accreditation and training.

Dan Dunn *Technical Manager*
Responsible for the technical departments' quality assurance assessment and technical support. Responsible for all technical output, Non-Domestic compliance and quality assurance, and Scheme Manager checking for all non-domestic schemes.

Mark Rollins *Quality Manager*
Responsible for management and implementation of our Green Deal quality management system.

Kyle Allen *Scheme Manager - DEA*
Responsible for RdSAP quality assurance assessment and technical Support.

Simon Berry *Scheme Manager - OCDEA*
Responsible for SAP quality assurance assessment and technical Support.

Dr Steve Marriott *Scheme Manager - CSH*
Responsible for CSH Quality assurance assessment and technical Support.



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