**Competence Self Assessment Form  
Energy Master Continuous Commissioning Specialist**

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| **Applicants Name** |  |
| **Postal Address** |  |
| **Telephone Number(s)** |  |
| **Email Address** |  |

**General Guidance Notes**

An application for Accreditation as an Energy MasterContinuous Commissioning Specialist requires evidence of current competence in activities related to the accreditation.

* This Competence Self Assessment Form is intended to obtain evidence of general and specific competence related to Continuous Commissioning.
* Describe your competence in ‘first person’ i.e., ‘I undertook…’; ‘I developed…’, ‘I completed….’. ***Do Not*** use ‘we’ in the description of your activities – the purpose is to determine your personal competence, not that of your company or colleagues.
  + You are required to submit a copy of this completed form to your nominated referee so that they can confirm that the competencies stated are a true reflection of your ability and experience.

Completing the Competence Examples

The form seeks information in relation to four elements of competence, against which your application for Accreditation as an Energy MasterContinuous Commissioning Specialist will be assessed.

Under each element you are asked to describe your competence through use of an example (or examples) of your recent Continuous Commissioning.

* The information you provide should be clear and comprehensive, and should include the name of the company and site of the project, some measure of its scale (e.g. size and cost), your role in the project and the key issues and outcomes.
* Large amounts of detail are not required, but you should note the technical complexity of the project and most importantly the nature and level of your contribution and responsibilities.

In providing this information you agree to it being correct and representative of your competence.

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| **Signature:** |  |
| **Date:** |  |

NB: Please send the completed form to your nominated referee for comment.

**Current Competence**

Please complete the sections below. Your answer for each element should not exceed one A4 page.

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| ELEMENT ONE – KNOWLEDGE AND APPLICATION **To test your ability to comprehend and apply knowledge that underpins good practice in the technical aspects of continuous commissioning.** |
| Describe how one of your recent projects demonstrates your understanding and application of Continuous Commissioning process knowledge.  The description should demonstrate your understanding of the technology and its application, comment on best practice design and operation and maximising performance. |
| **Project:** |

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| ELEMENT TWO – ANALYSE PROBLEMS AND RISKS **To test your ability to identify and analyse industrial systems problems and risks in accordance with sound engineering methods.** |
| Describe how one of your recent projects demonstrates your use of a clear and technically sound method in your approach to analysing problems and developing solutions in a Continuous Commissioning project.  Include a description of how you identified the root cause of the problems and the logic used in any corrective action you recommended. |
| **Project:** |

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| ELEMENT THREE – DESIGN OR DEVELOP SOLUTIONS **To test your ability to develop well-founded solutions to continuous commissioning by using sound systematic procedures and judgement.** |
| Using an example relevant to the Energy Master Continuous Commissioning Accreditation, describe where and how you developed and recommended solutions to a design or operational problem. Include reference to any alternative solutions considered.  If the recommendation involved a change in technology or use, include a sketch of the existing and proposed layout. |
| **Project:** |

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| ELEMENT FOUR – COMMUNICATION **To test your ability to communicate clearly with others in the course of your work activities.** |
| Describe what you consider to be the important communication skills that an Energy MasterContinuous Commissioning Specialist needs and the key strategies you use (or will use) to ensure that you are an effective verbal and written communicator. |
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