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Title:	Quidos Fit and Proper Guidance		
Issue:	v.2.0		
Issued by:	Eleanor Wyatt	**Date:**	06/10/2026
Approved by:	Billy Say	**Date**	06/10/2026

Revision History

Issue	Issued	Approved	Reviewed	Notes
1.0	23/08/2010	-		
1.1	08/08/2011	16/08/2011	02/05/12	
1.2	28/01/2014	28/01/2014	26/02/2015 CR	
1.3	24/05/2016	24/05/2016	01/08/2018 CG	
1.4	31/07/2019	31/07/2019		
1.5	16/09/2019	16/09/2019	28/07/2020 CG	
1.6	26/07/2021	26/07/2021	18/08/2022 LB 28/09/2023 SR	
1.7	16/09/2024	16/09/2024		Updated in line with new procedures
1.8	18/07/2025	18/07/2025		Added scheme checks
1.9	30/03/2026	02/04/2026		Updated ID requirements
2.0	06/10/2026	06/10/2026		Updated requirements – applicants/assessors have to be 18+ years old.

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Quidos Fit and Proper Requirements

Section 1: Fit and Proper Requirements

To be accepted to the Quidos Accreditation Scheme, applicants must show they are 'fit and proper' for membership by submitting the following evidence:

- A colour copy of either a valid qualification certificate in their selected strand of energy assessment, Retrofit Assessor/ Coordinator qualification (from approved training provider) or valid APEL certificate
- A colour copy of one form of photographic ID (a valid Passport or Driving Licence (or other form of identification that can confirm their identity, age to be 18+ years old, and current residence))
- A colour copy of a valid DBS check dated within the last 3 years if a DEA, RFA or RFC only

In addition, applicants must supply the following:

- A copy of their complaints procedure or have the Quidos Energy Assessor complaints handling process placed into their folder.
- Completed direct debit link if on a membership package or a Retrofit, if not must be placed on pre-payment.
- A signed copy of the Quidos Membership Agreement
- Written confirmation of the membership package they would like (DEAs ONLY)- if not provided to be placed on Bronze
- A signed copy of the Trustmark agreement if being placed onto Trustmark

Existing members must confirm they are 'fit and proper' to carry out EPCs by:

- Adhering to the Quidos Code of Conduct
- Meeting Quality Assurance requirements
- Hold a valid DBS check no older than 3 years from issue date if a DEA, RFA or RFC only
- Completing a minimum of 10 hours CPD each year of accreditation and maintaining records of this to be supplied to the accreditation scheme when requested

Should any of the above not be adhered to, Quidos is required to revoke the membership of, or not continue with, new applications of membership to the Quidos Accreditation Scheme as they are deemed by the scheme not to be 'fit and proper'.

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Section 2: Determining Whether a Person Is 'Fit and Proper' for Membership Based on DBS Check for DEA, RFA and RFC Only

If Quidos is aware that an existing or prospective member has committed an offence, in deciding whether that person is 'fit and proper', we must take into account:

- The relevance of the offence to the role of the energy assessor
- The seriousness of that offence
- Whether there is any significant pattern of offending
- How recently the offence was committed

In ordinary circumstances, a person is unlikely to be 'fit and proper' if convicted or cautioned for a serious, arrestable offence, including:

- Murder
- Manslaughter
- Death by reckless driving
- Rape
- Kidnapping
- Firearms offences
- Hostage taking
- Hijacking or torture
- Terrorism
- Violence and abuse
- Incitement to others to commit the above

In ordinary circumstances a person is unlikely to be fit and proper if a person has been identified as committing offences that are less serious than those listed above if these are offences against the person or property, or offences which involve elements or acts of dishonesty, corruption, substantial financial gain or serious loss to anyone (including theft, fraud and deception), within the last 5 years. A brief will be requested regarding the details behind the offence and any outcome.

Section 3: Fit and Proper Applicants Applying via APEL

If an APEL accredited assessor wishes to join Quidos' Accreditation scheme they can do so providing they can provide the following:

- Completed application
- Copy of APEL certified certificate/confirmation from original scheme

- Valid passport and driving licence (or other form of identification that can confirm their identity and current residence)
- A copy of their complaints procedure or have the Quidos Energy Assessor complaints handling process placed into their folder.
- Copies of all relevant qualifications, professional membership and CPD certificates
- Completed direct debit link if on a membership package or a Retrofit, if not must be placed on pre-payment.

Section 4: Determining Whether a Person Is 'Fit and Proper' for Membership Based on Current or Other Accreditation Scheme(s) Current and Previous Accreditations

Quidos will check the energy assessor register and Trustmark register for any existing accreditations with current or other Accreditation Scheme current and previous accreditations.

- Quidos will check the Energy assessor register using the energy assessor date of birth on the photo ID to check that they are not suspended or struck off with any other accreditation scheme.
- Quidos for Retrofit assessors and coordinator will also check the register, Trustmark and contact the other accreditation schemes whom accredit for these strands to check they have not been suspended or struck off with these strands.

If a member has been marked as 'suspended' or 'struck off' by another Accreditation Scheme, within 1 working day Quidos shall seek further information from the Accreditation Scheme that has struck off or suspended the member as to their reasons for doing so. If it is confirmed that the member has been suspended or struck off for any of the reasons described in the SOR section 1.2.3, Quidos is required to revoke the membership of, or not continue with, new applications of membership to the Quidos Accreditation Scheme as they are deemed by the scheme not to be 'fit and proper'.

Subsequent to successful completion of accreditation with Quidos, the first report lodged with Quidos by all newly accredited assessors will be audited for Quality Assurance.