Passive House Institute
Dr. Wolfgang Feist
Rheinstrasse 44/46
64283 Darmstadt
Germany
Tel. +49 (0) 6151-82699-0
Fax. +49 (0) 6151-82699-11
E-mail: mail@passiv.de

Application for accreditation as an assessing body for the "Certified Passive House Tradesperson" qualification through trades documentation

The Passive House Standard is the world's leading standard for energy efficient building construction. Competent qualified tradesperson are needed for the successful implementation of this building standard.

Certification as a "Certified Passive House Tradesperson" was developed by the Passive House Institute (hereafter referred to as PHI) to substantiate such qualifications.

Besides prolongation under participation in further training courses, the certificate for Certified Passive House Tradespersons can also be renewed by means of trades documentation.

For interested and qualified persons, the PHI offers the opportunity to be accredited as an assessing body which judge first these trades documentation.

This documentation serves as a means for the exchange of knowledge and expertise especially in relation to the construction of Passive House buildings or EnerPHit retrofits by providing a meaningful description of the executed work, with reference to specific challenges and interesting approaches that have been implemented.

The accredited assessing body shall forward the trades documentation to the PHI together with all other necessary documents after successful initial checking. After successful second checking, the PHI shall issue the "Certified Passive House Tradesperson" certificate.

The PHI shall charge the assessing body a fee for each set of trades documentation received by the PHI, the amount of which is set out in the fee schedule.

Trades documentation may be in compiled in the languages offered by the assessing body; a summary must be provided in English.

The quality of the review of trades documents depends on the professional competence of the assessing body. A prerequisite for accreditation as an assessing body is that the assessors involved possess a sufficiently high degree of professional competence with regard to the execution of Passive House buildings.

For accreditation as an assessing body please fill in the form in Annexe 1 (Details of Assessing Body), and the form in Annexe 2 (Details of Assessor) for each assessor, and send both signed forms to us for checking (via post or e-mail).

Annexe 1: Details of Assessing Body

Prospective Assessing Body	
Name of institution	
Strees, number	
Postcode, town/city	
Country	
Contact person	
Telephone number	
Fax	
E-mail	

The above-mentioned institution
☐ hereby applies for accreditation as an assessing body "Certified Passive House Tradesperson" qualification through trades documentation.
Assessors for trades documentation (names, forenames) See Annexe 2 for further information
1
2
3
4
5
6
7
8
9
10

I request verification of the prerequisites for accreditation as an assessing body for the extension of the qualification to the "Certified Passive House Tradesperson" qualification through trades documentation and confirm that all the information provided above is correct.

I affirm that checking of trades documentation will be carried out by the assessors who have been named above and who have been declared as suitable by the PHI.

....
Place, date   Signature and official stamp
                                                          (company/institution) of the
                                                          applicant

Annexe 2: Details of Assessor

Assessor of trades documentation	
Name of institution	
Name, forename of assessor	
Qualification	
Street, number	
Postcode, town/city	
Country	
Telephone	
Fax	
E-mail	
Certified Passive House Tradesperson? If "yes" then state where and when certification took place	
Certified Passive House building? If "yes" then state name of certifier and Project ID in www.passivehouse-database.org	

Experiences with Passive House construction (key points relating to consultancy activities, when involvement in this subject began, related publications and activities, participation in specialist events, membership in ==PH networks==) or projects listed in www.passivehouse-database.org:

I request verification of the prerequisites for working as an assesor for the above-mentioned institution and confirm that the information provided above is correct.

....
Place, date   Signature