



***Sterling Accreditation Limited***  
*Setting the Standard*

## **Witness Statement Guidance Notes**

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**Witness Statement Guidance for the Energy Assessor; APEL Route**

Dear Professional Engineer,

The applicant named in the Energy Assessor APEL Application form has requested you to certify that their application clearly reflects their own work, experience and capabilities.

Before signing and witnessing the application, it is important that you understand the requirements of the witness statement and can clearly establish the following professional responsibilities:

1. You have known the applicant in a professional capacity for at least two years
2. You are satisfied that the application they have requested you to approve is that of their own professional skills, knowledge and experience
3. You are required to complete the witness statement and provide a contact address and an email address; your own professional registration number; and telephone number where you can be contacted should we wish to verify this witness statement
4. It is most important that you do review the APEL application and satisfy yourself with the statements and evidence that is provided
5. As a professional person, you can also make suggestions to the applicant if you find errors or omissions, that you feel does not reflect their capability and this mentoring is acceptable.