
STATUTORY INSTRUMENTS

2013 No. 1119

The CRC Energy Efficiency Scheme Order 2013

PART 5

Records and notification

General

- 39.**—(1) A participant must maintain the records provided for by this Part.
- (2) Those records must be kept for at least six years after the end of the scheme year to which they relate.
- (3) Records must be—
- (a) adequate to show to the satisfaction of the administrator that the participant has complied with its obligations under this Order;
 - (b) up to date and, so far as possible, kept together; and
 - (c) available for inspection by the administrator at any time.

Records: general

- 40.** A participant must maintain records in respect of the information—
- (a) used to compile its annual report;
 - (b) relevant to any of the changes described in Schedule 5.

Records: public disclosure

- 41.**—(1) Where a participant has informed the administrator that—
- (a) it discloses publicly each year—
 - (i) its emissions reduction targets; and
 - (ii) its performance against them;
 - (b) a person with management control has responsibility in respect of those matters; or
 - (c) it operates an employee engagement programme,
- the participant must maintain records of the disclosure, the person or the programme, as applicable.
- (2) In paragraph (1)(c), “employee engagement programme” means a programme organised or supported by the participant which enables employees of that participant to make regular contributions to the ways in which the participant may reduce the emissions made or caused by the participant.

Audit of records

42.—(1) A participant must, on at least an annual basis, carry out audits of the records required to be maintained under this Part and do so to ensure its compliance with those requirements.

(2) The satisfactory completion of such an audit must be evidenced in writing (“an audit certificate”).

(3) The audit certificate may be in such form as the participant sees fit but must be—

- (a) signed by a person who exercises management control in respect of the activities of the participant; and
- (b) kept with its records.