

DSW Submission Form



Purpose of this form

This form is used by Accredited Certificate Providers (**ACP**) and lead auditors as specified in the Audit Services Panel Agreement (**Auditors**) to submit a Detailed Scope of Works (**DSW**) for an audit of the creation, or proposed creation, of Energy Saving Certificates (**ESCs**) by an ACP.

This form, and all other associated documents, are available on the [ESS website](#).

All applicable fields must be completed as indicated on this form. If any required fields (or attachments) are incomplete or contain invalid data types, IPART staff may request further information and/or re-submission. Once the DSW is finalised, IPART will notify the Auditor that they can proceed with the audit. **The DSW is not taken to be approved until IPART advises the Auditor in writing.**



Meaning of key terms and icons in this form

Icons



Indicates an instruction for completing this form.



Indicates a document or supporting evidence to be provided.



Indicates important information to assist you with completing this form.

Acronyms and key terms

In this DSW Submission Form, capitalised terms have the meaning given in the *Energy Savings Scheme Rule 2009* as amended from time to time, unless the terms are separately defined below.

ACP means **Accredited Certificate Provider**.

Auditor means the lead auditor who is an appointed lead auditor as specified in the Audit Services Panel Agreement.

Audit Guideline means the Audit Guideline published on the ESS website as updated from time to time.

Audit Services Panel means a panel managed by IPART that includes suitably qualified and experienced auditors.

Audit Services Panel Agreement means an agreement between IPART and the Audit Services Panel Member.

Audit Services Panel Member means a person who has been nominated by IPART to join the Audit Services Panel and who has entered into an Audit Services Panel Agreement with IPART.

Deed Poll means a Deed Poll in the form set out in Schedule 5 of the Audit Services Panel Agreement and separately available on the ESS website that clarifies IPART's rights and responsibilities in relation to the audit. Executed Deed Polls need to be submitted to IPART along with the Detailed Scope of Works.

DSW means **Detailed Scope of Works** for an audit of the creation, or proposed creation, of ESCs by an ACP.

ESC means a transferable certificate under Part 9 of the Act that is created in accordance with the ESS Rule, and that represents one notional MWh of energy savings.

ESS means the **NSW Energy Savings Scheme**.

ESS Rule means the *Energy Savings Scheme Rule of 2009* (NSW), which may be amended from time to time.

IPART means the **Independent Pricing and Regulatory Tribunal**

RESA means **Recognised Energy Saving Activity**.

Signatory Authority means legal authority to sign on behalf of the ACP.

 Where proof of Signatory Authority is required, IPART expects:

- in the case of a document executed under s 127 of the Corporations Act 2001 (Cth), a current ASIC company extract detailing the current directors and company secretary of the ACP;
- in any other case, documentary evidence that establishes, to IPART's satisfaction, that a person has Signatory Authority.



How to complete and submit this form

Step 1:

- ▶ ACP completes Part A of this form, including the *List of sites* (Excel spreadsheet) and the *Deed Poll* (all available on the [ESS website](#)) and forwards it to the Auditor along with proof of Signatory Authority to sign Part A of this form (if applicable)

Step 2 :

- ▶ Auditor completes Part B of this form, including the *List of sites* (Excel spreadsheet)

Step 3:

- ▶ Auditor lodges Part A, Part B, the *List of sites* and the *Deed Poll* along with proof of Signatory Authority (if applicable) with IPART via the ESS Portal.

PART A

ACP Information

▶ The ACP completes Part A of this form

1. Accreditation information

ACP (company) name:			
RESA name:			
Accreditation number:	GHGR		
Relevant Accreditation Notices:	Issue Number	Accreditation Notice date	Effective date
Calculation method:			
Audit type:			

2. Energy Savings Certificates


- ① Provide the number of ESCs created (registered or proposed to be registered) to be audited.
- ① For the implementation period provide the earliest date of the implementation to the latest date of an implementation.
- ① All ESCs within the ESC registration period should be included within the scope of the audit.

Total number of ESCs to be audited:		
ESCs by vintage:	Vintage	ESCs
Implementation period:		
ESC registration period:		
Number of sites:		

3. Schedule of ESC registrations

- ① All ESC registrations included in this audit batch must be listed in the List of Sites (excel file), available on the ESS Website.
- ▶ Download the *List of Sites* (excel file) and follow the instructions in the spreadsheet.
- ▶ Cross check that the ESC registration period in section 2 corresponds with the information provided in the *List of Sites*.

4. Previous recommendations


-  Identify any previous recommendations from previous audit reports that have not yet been subject to audit (unaudited recommendations). Also include any recommendations that have been audited but could not be assessed or were found to not have been addressed.


The Auditor will provide an opinion as to whether the ACP has implemented these recommendations satisfactorily.


If the previous audit report does not list any recommendations, and there are no recommendations which have been carried forward, type "n/a".


Number of unaudited recommendations:	Number of carried forward recommendations:	Audit Number in the ESS Portal	Date of final audit report:	Auditing company:

5. Declaration by authorised signatory of ACP

-  Section 158 of the Electricity Supply Act 1995 imposes a maximum penalty of \$11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.

-  Section 138 of the Electricity Supply Act 1995 imposes a maximum penalty of \$220,000 for failure to comply with a condition of accreditation and may additionally result in the suspension or cancellation of the Accredited Certificate Provider's accreditation under clause 42 of the Electricity Supply (General) Regulation 2014.

 Proof of Signatory authority (if applicable)

-  If you have not previously submitted written proof that you are an authorised signatory of the Accredited Certificate Provider named above, or the director(s)/ company secretary have changed since the last time that you have submitted proof of your Signatory Authority, you must provide the Auditor with a document which clearly shows the delegation. The Auditor must submit the delegation with the DSW.

I hereby declare that:

- ▼ I am an authorised signatory of the ACP named in section 1 of Part A above, and I have provided IPART with written proof of my authority to sign.
- ▼ The information contained in this form and documents submitted with this form are complete, true and correct and not misleading by inclusion or omission.
- ▼ I am aware that there are penalties for providing false or misleading information to IPART as Scheme Administrator of the Energy Savings Scheme.
- ▼ The ACP named in section 1 of Part A above will ensure that an employee of the ACP, with full site access and knowledge of the RESA implementation, is available to accompany the Auditor or the audit team on any site visits required by the Auditor.
- ▼ The ACP will take all reasonable steps to ensure that a site representative (such as the Purchaser or a representative of the Purchaser) is available to accompany the Auditor or the audit team on any site visits required by the Auditor.
- ▼ The ACP named in section 1 of Part A will comply with all requests from the Auditor or audit team for documents and information.

Signed by or on behalf of the ACP:

Signature of authorised signatory:	
Full name of signatory:	
Position/Title of signatory:	
Date signed:	

PART B

B.1 Auditor Information

▶ The Auditor completes Part B of this form

1. Auditor information and resourcing

① The Audit Services Panel Member is the auditing company

Audit Services Panel Member:	
Lead Auditor (Auditor):	

Additional audit personnel

① Team members should have experience relevant to the method they are auditing.¹ A combination of education, training and professional experience will satisfy this requirement.

Any additions or changes to key personnel or deviations from the DSW must be notified to IPART and accepted by IPART prior to conducting work.

Audit Team:	
Peer reviewer:	
Other key personnel:	

2. Audit Scope

① Part B2 - lists the scope items to be included in the audit and the key audit tasks related to each scope item

① Part B3 details the method specific requirements and audit procedures

▶ If you choose “Other” in the drop-down menu for method specific checks, append your own method specific checks to this document.

Scope items:	The scope items included in this audit are listed in Part B2
Method specific audit checks:	Method specific requirements will be tested as detailed in Table

¹ Note that for audits in relation to the Project Impact Assessment with Measurement and Verification method, the Auditor or the audit team will be required to have specific measurement and verification (**M&V**) skills and be approved separately by IPART as an M&V auditor.

3. Audit Standard

① More information on audit standards can be found in section 3 of the Audit Guideline

① If you select 'other' and prefer to use a standard different from the ones specified, you must contact IPART before submitting the DSW for review.

Audit standard applied in this audit:	ISO 14064-3:2006 Greenhouse Gases – Part3: Specification with guidance for the validation and verification of greenhouse gas assertions
	ISAE 3000 International Standard on Assurance Engagements
	ASAE 3000 Assurance Engagements Other than Audits or Reviews of Historical Financial Information
	Other:

4. Audit Plan

① IPART understands that this can be subject to change.


	Audit Phase:	Timeframe	Audit team resources:
1	Plan	Anticipated DSW Approval:	
2	Perform	Anticipated start date of document review and site visit(s) , if applicable:	
3	Review and Report	Anticipated submission date of Draft report to IPART	

5. Audit Fee

Audit commissioned by ACP:

Activity	Audit personnel (hrs)	Fee <insert \$>
Audit planning, performance and reporting:	<Audit planning> (<Insert hours>)	
	<Performing the audit> (<Insert hours>)	
	<Reporting> (<Insert hours>)	
Expenses:		
TOTAL FEE (excluding GST)		

6. Declaration by Auditor

 Section 158 of the Electricity Supply Act 1995 imposes a maximum penalty of \$11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.



Deed Poll



Proof of Signatory Authority for the person signing Part A and the person(s) executing the Deed Poll (if applicable)

 Executed Deed Polls need to be submitted along with the DSW. The Deed Poll need to

- be executed by persons with proper signatory authority (typically an officer of the company)
- include the completed Annexure (name, services, contract date), and
- detail the audit period and/or batch numbers of ESCs to be audited (Item 2 “Services” of the Annexure of the Deed Poll)

I hereby declare that:

- ▼ I am a Lead Auditor of the Audit Services Panel Member of the NSW Energy Saving Scheme.
- ▼ The Audit Services Panel Member named in section 1 of Part B above will conduct the audit services to provide reasonable assurance over the ESC creation or proposed ESC creation specified in Part A of this DSW submission form and the *List of sites*.
- ▼ The information contained in this form is complete, true and correct and not misleading by inclusion or omission.
- ▼ I am aware that there are penalties for providing false or misleading information to IPART as Scheme Administrator of the Energy Savings Scheme.
- ▼ I, as the Lead Auditor, will discuss the findings with the Scheme Administrator at appropriate points during the audit (refer to section 3.5 of the Audit Guideline) and at the Scheme Administrator’s request.
- ▼ I confirm that the audit services will be undertaken in accordance with the Audit Services Panel Agreement. In particular, the Audit Services Panel Member specified in section 1 has the required insurance to conduct the audit services.
- ▼ I have read and understood section 3 of Appendix A to the Audit Guideline regarding any conflict of interest matters, and confirm that the Audit Services Panel Member specified in section 1:
 - is not aware of any actual or potential conflicts of interest in undertaking this audit, or
 - has discussed any potential or actual conflicts of interest identified with IPART prior to the submission of this form and IPART has determined that there is no conflict of interest or otherwise provided its written consent to the Audit Services Panel Member to proceed with the audit.
- ▼ The audit report will be prepared in accordance with the Audit Guideline, in particular regarding materiality and error rates.
- ▼ The audit report will include revised figures for the total energy savings and number of eligible ESCs if, in the Auditor’s opinion, the energy savings or total number of ESCs created or proposed to be created have not been calculated in accordance with the scheme requirements.

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- ▼ The Audit Services Panel Member specified in section 1 has not shared the Schedule of sites to be sampled with the ACP prior to IPART approval for audit commencement.

Signed by the Lead Auditor as a member of the Audit Services Panel:

Signature of Lead Auditor:	
Full name of Lead Auditor:	
Date signed:	

B.2 Audit Specific Information

Scope Item 1: Eligibility

Scope item	Provide an opinion on whether the RESA has been implemented in accordance with the requirements of the <i>Energy Savings Scheme Rule of 2009 (ESS Rule)</i> .
Standard audit tasks	<ol style="list-style-type: none"> 1. Confirm that the RESA does not result in decreased service levels (refer to method specific checks). 2. If the ACP is operating as a nominated Energy Saver: <ol style="list-style-type: none"> a) Review that the ACP was nominated by the original energy saver before the implementation took place and that the implementation date is after the ACP's accreditation date).² b) Review the validity of Nomination Forms (or a sample as appropriate).
Additional audit tasks	

Scope Item 2: Energy Savings Calculation and ESC Creation

Scope item	Provide an opinion on whether the energy savings and the number of ESCs created (registered or proposed to be registered) for the period covered by the audit have been calculated in accordance with: <ul style="list-style-type: none"> ▼ the Electricity Supply Act 1995 ▼ the Electricity Supply (General) Regulation 2014 ▼ the ESS Rule, and ▼ the Accreditation Conditions of the particular accreditation.
Standard audit tasks	<ol style="list-style-type: none"> 1. Review the energy savings calculations, testing the validity of source data and any assumptions used to support the creation of ESCs. 2. Check the ESS Registry to confirm any ESCs registered are consistent with the audited eligible ESCs (if applicable). 3. Review the data required by clause 6.8 of the ESS Rule and has been provided to IPART via the ESS Portal. 4. Check the energy savings calculations against the version of the ESS Rule applicable at the time of the implementation.
Additional audit tasks	

Scope Item 3: Accreditation Conditions

Scope item	Provide an opinion on whether the ACP has complied with its conditions of accreditation.
Standard audit tasks	<p>Review the ACP's compliance with its conditions of accreditation, in particular:</p> <ul style="list-style-type: none"> ▼ any special conditions contained in the relevant Accreditation Notice, and ▼ compliance with the insurance requirements in accordance with clause 16 of the Accreditation Notice and item 7 of the Schedule to the Accreditation Notice. <p>Additionally, for Home Energy Efficiency Retrofits (Clause 9.8 of the ESS Rule), review compliance with</p> <ul style="list-style-type: none"> ▼ the adequacy of the ACP's risk management processes and internal audit procedures as referred to in item 4 of the Schedule to the Accreditation Notice, ▼ additional reporting requirements in accordance with clause 6 of the Accreditation Notice and item 5 of the Schedule to the Accreditation Notice
Additional audit tasks	

² Requirement of clause 6.2 of the ESS Rule for implementations completed on or after 1 July 2014

Scope Item 4: Implementation of Previous Recommendations

Scope item	Provide an opinion on whether the ACP has addressed outstanding recommendation(s) from previous audit reports.
Standard audit tasks	<ol style="list-style-type: none"> 1. Review the outstanding recommendations and the actions taken by the ACP to address the recommendation. 2. Check that any new procedures have been documented and are operational.
Additional audit tasks	

Scope Item 5: Record Keeping Arrangements

① Note that for record keeping audits, the Auditor will only provide an opinion on record keeping arrangements.

Scope item	<p>Provide an opinion on whether the ACP's record keeping arrangements:</p> <ul style="list-style-type: none"> ▼ comply with clause 46 of the Regulation () ▼ are consistent with relevant guidance published by the Scheme Administrator (ie, the Record Keeping Guide³ and Evidence Manual (if applicable) for the relevant method) ▼ are adequate to support the creation of the ESCs within the scope of this audit, and ▼ are adequate to demonstrate the ACP's ability to achieve ongoing compliance with the legislation and its Accreditation Notice in order to properly create ESCs.
Standard audit tasks	<ol style="list-style-type: none"> 1. Review the business model, project plan and RESA implementation and management processes. 2. Review information systems, design and operation of internal system controls. 3. Review Quality Assurance procedures and other related control mechanisms and processes. 4. Conduct a site visit to administrative offices to discuss the accreditation and hold interviews with personnel in relation to systems, procedures, controls and quality assurance activities (if applicable).
Additional audit tasks	

Scope Item 6: Additional scope items may be requested

Scope item	
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³ Available on the ESS website

B.3 Method Specific Audit Checks

① *The following tables list the requirements to be verified and the typical checks to be carried out during the audit, in order to form an opinion on the audit scope items. These audit checks are method specific. The Auditor specifies which checks are being used in PART B – Section 2.*

All method specific checks must be carried out in accordance with the assigned Tier.

For audits which do not include a sampling regime, the Auditor will usually review all information. However, if the proposed audit includes many sites, and a sampling regime is proposed, the Standard Audit Scope Items may become a tiered review. For more information about audit sampling and how to determine a sample size for the three tiers, refer to section 4.2.3 of the Audit Guideline.

Table 1 – Method specific requirements – Project Impact Assessment Method & Verification (Clause 7A of the ESS Rule)

Requirement	Audit Procedure	Audit Tier
Implementation date	Confirm evidence of the implementation date by a completion/commissioning report that: <ul style="list-style-type: none"> a) is produced by a party responsible for commissioning of the end-user equipment (EUE) b) clearly identifies the EUE included in the scope of the implementation c) clearly identifies the location where the implementation occurred, and d) shows the implementation date and is signed by an appropriately qualified and responsible person 	1
ESC Vintage	<ol style="list-style-type: none"> 1. Confirm that the ESC vintage matches the year of the last date of the Measurement Period for the Operating Energy Model (for forward creation of ESCs), or 2. Confirm that the ESC vintage matches the end date of the Measurement Period for the Implementation (For annual creation of ESCs) 	1
Activities delivered through third parties must comply with <i>ESS Notice 01/2013 (V3.0) – Minimum requirements of conduct (Minimum Requirements)</i>	Review: <ul style="list-style-type: none"> a) the contractual relationship between ACP and installers b) the ACP's process for the training of installers (see below for additional information) c) the register of installers, and d) the documented customer service procedures. 	1
Review evidence in relation to purchase or lease of goods that enable the energy savings to be made	Review evidence that shows: <ul style="list-style-type: none"> a) the complete date and address b) identifies the recipient c) identifies the supplier (including their ABN) d) provides a brief description of the equipment or service provided 	1

Requirement	Audit Procedure	Audit Tier
<p>Confirm M&V Professional has deemed appropriate the ACP's M&V Approach</p>	<ol style="list-style-type: none"> 1. Confirm that the M&V Professional used by the ACP was approved by IPART at the time of writing the M&V Professional Report, and that its approval covers the EUE and energy model types used in the relevant implementation. The audit report should include the name of the M&V Professional, the date of their approval and date of sign-off of the M&V Professional Report. 2. Check that the M&V Professional provided an independent opinion over the validity of the energy models. 3. Check that the M&V Professional has appropriately managed any (perceived or actual) conflict of interest that may have arisen in performing its role. 4. Confirm that an M&V Professional has provided an M&V Professional Report for each implementation that: <ol style="list-style-type: none"> a) provides satisfactory written explanatory reasoning to support the M&V Professional's opinion over each of the aspects of the ACPs M&V approach listed below: <ul style="list-style-type: none"> - the baseline energy model - the operating energy model (not required for annual creation) - that measurements of energy consumption, independent variables, site constants and any other relevant parameters have been taken under normal operating conditions - the measurement procedures - the procedure for identifying and assigning values for energy consumption, independent variables and site constants - the normal year (not required for annual creation) - the effective range - the interactive energy savings - the accuracy factor - use of a persistence model. b) includes project information that correlates with the information provided by the ACP, ie M&V Plan/Report and other supporting evidence on which the M&V Professional Report is based 	<p>1</p>

Requirement	Audit Procedure	Audit Tier
<p>The ACP must provide the Auditor with information evidencing how they developed their baseline energy model, operating energy model and normal year.</p>	<ol style="list-style-type: none"> 1. Auditors must closely review whether the models have been developed and applied in accordance with clause 7A of the ESS Rule. 2. Auditors must: <ol style="list-style-type: none"> a) check that an M&V Plan, M&V Report and spreadsheets / tools to develop energy models and calculate energy savings have been developed for each implementation. b) confirm that the details in the M&V Plan, M&V Report and spreadsheets / tools are consistent with the M&V Professional Report. c) check that the baseline energy model is dependent on Independent Variables and Site Constants, where relevant, and is established by measurements taken under normal operating conditions. d) review the measurement periods for the baseline and operating energy models to ensure they comply with clause 7A.5(f1) of the ESS Rule (eg, for weather related independent variables confirm that the measurement period accounts for the seasonal variation and includes time periods during which the independent variable could lead to an increase in energy consumption). e) if an estimate of the mean is used for the operating energy model, but regression analysis is used for the baseline energy model, confirm that an estimate of the mean is appropriate for the implementation. f) where an estimate of the mean is used, confirm that there is no significant variation in the annual energy consumption profile (eg, confirm that annual energy consumption is not subject to seasonal variation). g) review the measurement boundary and ensure that the ACP has defined which items of EUE will have their energy consumption measured, with appropriate supporting evidence. h) confirm that evidence has been collected by the ACP to demonstrate that adequate metering has been installed to define the implementation boundary. This must be evidenced by an electrical line diagram or piping and instrumentation diagram (P&ID) showing the location of the meter(s) used in measuring the energy consumption 	<p>1</p>

Requirement	Audit Procedure	Audit Tier
	<ol style="list-style-type: none"> 3. The auditor must test the validity of source data and any assumptions used to support the calculation of ESCs including inspecting, assessing and reconciling supporting documentation used within the spreadsheets / tools to develop energy models and calculate energy savings (eg, OEH's PIAM&V Tool) including: <ol style="list-style-type: none"> a) upgraded equipment energy consumption (eg, data logging records, NMI/meter data) b) temperature data (eg, daily temperature records, wet bulb temperature) c) production data (eg, company operation records, SCADA data) d) normal year determination (eg, historic production records) e) ensure that the normal year determination is consistent with the methodology presented in the ACPs M&V Plan. 	2
<p>Energy savings must be calculated in accordance with the ESS Rule.</p> <p>Appropriate evidence must be available to support inputs to the energy saving calculations.</p>	<ol style="list-style-type: none"> 1. Check energy savings calculations have been correctly carried out. 2. Check the completeness and accuracy of recording, aggregation and transcription of source data into the spreadsheets / tools used for the calculation of ESCs for each implementation included in the audit population. 3. Confirm the use of a persistence model which has been determined to be acceptable to the Scheme Administrator 4. Confirm the use of the correct accuracy factor to calculate savings 5. Confirm the use of the correct conversion factor to calculate ESCs 6. Confirm that the number of ESCs claimed as calculated by the ACP (ie, re-perform calculations). 	1
Site visits	<ol style="list-style-type: none"> 1. Conduct a physical examination of purchased or installed products and equipment, checking evidence of the implementation. 2. Check products or equipment to confirm if the number and type are consistent with data records of installed and removed end-user equipment including: <ol style="list-style-type: none"> a. compare products and equipment described in purchase documents, the M&V Plan or signed Nomination Forms to products and equipment currently installed; b. inspect monitoring equipment configuration to confirm if it is consistent with the M&V Plan and other relevant documents. 3. Check area inside and around project boundary to confirm the description matches the M&V Plan and other relevant documents e.g. the presence or absence of air conditioning. 	3

Table 2– Method specific requirements – Metered Baseline Method (Clauses 8.5, 8.6 and 8.7)

Requirement	Audit Procedure	Audit Tier
<p>Check Compliance with Clause 8.3A – the 10 year limitation.</p>	<p>A baseline has a limited lifespan that can be used for energy saving calculations made using Metered Baseline Method (MBM). Clause 8.3A limits the period for which energy savings may be calculated using clauses 8.5, 8.6 and 8.7 of the ESS Rule as follows:</p> <ul style="list-style-type: none"> a) Where the ACP's accreditation date with respect to a RESA is on or after 15 April 2016, energy savings from an implementation may be calculated for a maximum of 10 years from the end date of the baseline measurement period. b) Where the ACP's accreditation date with respect to a RESA is before 15 April 2016: <ul style="list-style-type: none"> – if the end of the baseline measurement period is less than or equal to 10 years before 15 April 2016, energy savings from an implementation may be calculated for up to a maximum of 10 years from the end date of the baseline measurement period, and – if the end date of the baseline measurement period is more than 10 years before 15 April 2016, the maximum period for which energy savings may be calculated is the period from the end date of the baseline measurement period to 15 April 2016. <p>In some cases, ACPs may choose to implement a 'rolling baseline' to address this issue. This may be appropriate where the RESA has involved multiple upgrades at a site over many years. This may result in them recalculating their baseline and the resultant energy savings each year.</p>	<p>All Sites within the scope</p>
<p>Implementation date</p>	<p>Check that the baseline is calculated using data from periods immediately preceding the Implementation date to a maximum of 5 years</p>	<p>All Sites within the scope</p>

Requirement	Audit Procedure	Audit Tier
<p>For accreditations which also include the calculation of energy savings related to Gas and Fuel Switching.</p>	<p>From 15 April 2016, the MBM can be used to calculate Gas savings:</p> <p>ACPs can only create ESCs for activities for which they are accredited. The Accreditation Notice will specify whether an ACP is accredited to implement a RESA that results in a reduction in gas consumption, or just electricity consumption. ACPs can only create ESCs for implementations under their RESA after they were authorised. For example, if an ACP had their conditions of accreditation amended to include improving the efficiency of gas consumption in their RESA, they could only create ESCs for implementations that occurred after the date of amendment. This is because, prior to that date, they were only accredited with respect to a RESA that increased the efficiency of electricity consumption.</p> <p>Check compliance with:</p> <ul style="list-style-type: none"> a) clause 5.3(e)(ii) – the activity increases the efficiency of Gas consumption, where the Gas is combusted for stationary energy b) clause 5.3(e)(iii) – the activity increases the efficiency of energy consumption by fuel switching from electricity to Gas, or Gas to electricity, and c) clause 5.4(h) – check that the activity is not an activity that results in flaring of Gas. 	<p>All Sites within the scope</p>
<p>In relation to Fuel Switching</p>	<p>Check compliance with clause 5.4(j) to verify that a fuel switching activity under clause 8.5, clause 8.6 or clause 8.7 does not lead to a net increase in greenhouse gas emissions, where greenhouse gas emissions are calculated using Electricity Savings, Gas Savings, and full fuel cycle emissions factors and equations from the current version of the National Greenhouse Accounts Factors.</p>	<p>To applicable sites (ie where there is a fuel switching activity)</p>
<p>On-site electricity generation</p>	<p>Check compliance with clause 5.3(e)(iv) – the activity increases the efficiency of the energy consumption by generating electricity where the electricity is used to provide equivalent goods or services, with the result that there is an overall reduction in the consumption of energy compared to what would have otherwise been consumed, subject to clause 5.4(i), which stipulates that the activity must not reduce energy consumption by generating electricity from any source where:</p> <ul style="list-style-type: none"> ▼ the generated electricity is exported to the Electricity Network, or ▼ the generating system has a nameplate rating of 5 MW or higher. 	<p>All Sites within the Scope</p>

Table 3 – Method specific requirements – Sale of New Appliances (Clause 9.3)

Requirement	Audit Procedure	Audit Tier
Evidence of Sale	<ol style="list-style-type: none"> 1. View correspondence between the ACP and each appliance retailer to confirm the evidence of the sale. 2. Confirm processes with retailers for preparing evidence of the sale (ie, Sales Ledgers/ tax invoices) and confirm the evidence has been submitted. 3. Confirm that the retailers act in the capacity of a retailer and not as 'agents', ie, the tax invoices are issued by the retailer and not the product manufacturer. 	1
	Review evidence of the sale and stock records for the appliances for each retailer.	2
Equipment requirements	<ol style="list-style-type: none"> 1. Confirm that the correct deemed values have been assigned by reference to the E3 MEPS database and Schedule B of the ESS Rule. 2. Confirm that the appliances meet the Equipment Requirements specified in Schedule B of the ESS Rule. 	1
Purchaser	<ol style="list-style-type: none"> 1. Check that the purchaser is the person who purchased or leased the goods or services that enable the relevant energy savings to be made. The purchaser cannot be: <ol style="list-style-type: none"> a) a person who is an ACP that is not the owner, occupier or operator of the site,⁴ and b) a person who purchases the goods or services for the purpose of reselling them, unless the resale will be an inclusion in a contract for the sale of land, or the sale of a lot in a strata scheme. 2. Confirm that each item was delivered to an Address, or was sold to a Purchaser with an Address recorded by the Appliance Retailer. 3. Check the address is in NSW 4. Check processes for: <ol style="list-style-type: none"> a) duplicate checking b) address checking, and c) internal audits of retailer(s). 	1
Return of appliances	Assess processes for addressing the return of appliances after sale, and sales of multiple appliances to an energy saver including identifying the number of returned appliances which have not been offset by another appliance purchase	1
Application of Regional Network Factor	For implementations after 15 April 2016, check that the correct Regional Network Factor has been used in accordance with Table 24 of the ESS Rule.	1

⁴ ACPs that are the nominated energy saver will typically fall under this category and be precluded from being the purchaser.

Table 4 – Method specific requirements – Commercial Lighting (Clause 9.4)

Requirement	Audit Procedure	Audit Tier
<p>Energy savings must be calculated in accordance with the ESS Rule. Appropriate evidence must be available to support inputs to the energy saving calculations.</p>	<ol style="list-style-type: none"> 1. Check that the number of ESCs has been correctly calculated (ie undertake re-calculation) 2. Where the Commercial Lighting Calculation Tool has been used, check that the correct version has been used. 	1
	<ol style="list-style-type: none"> 1. Check that energy savings calculations have been carried out correctly, by checking the following: <ol style="list-style-type: none"> a) evidence provided to support the parameters used in the energy savings calculations (ie, entered in the Commercial Lighting Calculation Tool, or the ACP’s own calculation tool) b) use of valid Lamp Circuit Power (LCP) values in accordance with Table A9.2 or A9.4 of the ESS Rule or, for Emerging Lighting Technologies (ELTs), in accordance with the Public List⁵ or otherwise approved by the Scheme Administrator⁶ c) that the correct Annual Operating Hours (AOH) for each area have been applied in accordance with the appropriate Building Code of Australia (BCA) classification and appropriate evidence has been gathered d) use of correct default lighting operating factors in accordance with Table A10.1, A10.2, A10.3, A10.4, A10.4A and A10.5 of the ESS Rule (including Asset lifetime, AOH, Control Multiplier and air conditioning multiplier⁷) e) where control multiplier B from table A10.4A was used (multi-power mode lighting), check that the correct LCP_{low power} was used f) where the Maintained Emergency Lighting space type has been used, that each luminaire is always on and is a ‘maintained emergency luminaire’ type in accordance with AS2293.1, and g) that the baseline energy consumption (i.e., the use of either Equation 7 or Equation 8 of the ESS Rule) has been determined following the correct assumptions specified in Equation 6 of the ESS Rule. 	2
Application of Regional Network Factor	For implementations after 15 April 2016, check that the correct Regional Network Factor has been used in accordance with Table 24 of the ESS Rule.	1
ESC Conversion Factor	Check that the correct ESC conversion factor has been applied	1

⁵ Refer: www.ess.nsw.gov.au/ELT/Product_Search

⁶ In some cases the Scheme Administrator may approve the LCP for the lighting products that were removed as part of the upgrade.

⁷ Note that the air conditioning multiplier was amended in the 28 April 2017 ESS Rule change.

Requirement	Audit Procedure	Audit Tier
Activities delivered through third parties must comply with <i>ESS Notice 01/2013 (V3.0) – Minimum requirements of conduct (Minimum Requirements)</i>	Review: <ol style="list-style-type: none"> a) the contractual relationship between ACP and installers b) the ACP's process for the training of installers (see below for additional information) c) the register of installers, and d) the documented customer service procedures. 	1
For each implementation the original energy saver must have: <ul style="list-style-type: none"> ▼ been the purchaser, and ▼ paid a net amount of at least \$5 (excluding GST) per MWh of energy savings (which was not reimbursed or credited by anyone, including the ACP or another party). 	<ol style="list-style-type: none"> 1. Review tax invoices and payment records held by ACPs and their contractors. 2. Check payment was made before the ESCs were registered (or before the ESCs were audited in the case of a pre-registration audit). 	1
	<ol style="list-style-type: none"> 1. Check that the purchaser paid for the lighting upgrade, such as checking a certified copy or extract from a sales ledger 	2
	<ol style="list-style-type: none"> 1. Conduct additional verification checks directly with purchasers by obtaining verbal or email confirmation from the purchaser that: <ol style="list-style-type: none"> a) they have made the co-payment, and b) where a reimbursement or credit of any kind was made or offered, that this did not, and will not, reduce the net amount paid by the purchaser below the \$5 per MWh minimum co-payment. <p>① <i>Further information about current minimum scope items for \$5/MWh checks are set out in ESS Notice 05/2016 Expanded Audit Scope - Commercial Lighting Formula and Notice 04/2017 - Commercial Lighting - clause 9.4.1(e) - Revised \$5 MWh payment requirement.</i></p>	Subset of Tier 2
The lighting upgrade must have been performed by appropriately trained persons and undertaken by, or under the supervision of, a licensed electrician.	Check: <ol style="list-style-type: none"> a) the electrician's licence was valid at the implementation date b) that a Certificate of Compliance for Electrical Work (CCEW) has been completed for each implementation (and includes the details of the work completed, and is signed and dated by the electrician) c) that the electrician is included in the ACP's register of installers, and d) compliance with minimum training requirements – as stipulated in <i>the ESS Notice 01/2013 (V3.0) – Minimum requirements of conduct (Minimum Requirements)</i>.⁸ 	2

⁸ Refer: www.ess.nsw.gov.au/Events_and_Updates/ESS_Notices

Requirement	Audit Procedure	Audit Tier
<p>For implementations on or after 20 March 2017, the ACP (or installer) must have provided the purchaser with:⁹</p> <ul style="list-style-type: none"> ▼ the <i>Commercial Lighting Fact Sheet</i> at the commencement of the lighting upgrade, and ▼ a completed <i>Commercial Lighting Post Implementation Declaration</i> upon completion of the lighting upgrade.¹⁰ 	<p>Review the signed Commercial Lighting Post Implementation Declaration¹¹.</p>	<p>2</p>
<p>Confirmation of number and type of products or equipment</p>	<ol style="list-style-type: none"> 1. Compare products and equipment details described in purchase documents (invoices and/or purchase requisitions) or signed Nomination Forms (if applicable) to products and equipment currently installed. For instance, by comparing the number and type of lamps, nominal lamp power, ballast transformer type, lighting control systems, heating and cooling systems. 2. For the 'Original End-User Equipment' reconciliation, check records authorising the removal of old or obsolete End-User Equipment with records detailed in signed Nomination Forms or other supporting evidence like a disposal or recycling receipt or a certificate from a program such as 'Fluorocycle' or equivalent. 3. Check the lighting diagram meets ESS requirements 	<p>2</p>
	<ol style="list-style-type: none"> 1. Physically examine purchased or installed products and equipment (where possible). 2. Check that End-User Equipment installed resembles the lighting diagram. 3. Check that all maintained emergency lighting is always-on. 	<p>3</p>
<p>Disposal of End-User Equipment</p>	<ol style="list-style-type: none"> 1. Check that End-User Equipment has not been re-used or re-sold. 2. For projects with an implementation date on or after 15 May 2016, check that: <ul style="list-style-type: none"> ▼ End-User Equipment for projects in a Metropolitan Levy Area (with a postcode listed in Table A25 of the ESS Rule) has been recycled, and ▼ recycling evidence has been obtained. 	<p>2</p>

⁹ Refer to: www.ess.nsw.gov.au/ESS_Notices_and_Updates/Notice_022017_-_Commercial_Lighting

¹⁰ Refer to https://www.ess.nsw.gov.au/Methods_for_calculating_energy_savings/Commercial_Lighting for information about requirements prior to 20 March 2017.

¹¹ All ACPs must have used the Commercial Lighting Fact Sheet and Commercial Lighting post implementation Sheet for all implementations with an implementation date on or after 20 March 2017

Requirement	Audit Procedure	Audit Tier
Correct determination of asset lifetime for Lighting Upgrades (Table A10.1 of the ESS Rule)	Check that the asset lifetime has been determined as per Table A10.1 of the ESS Rule.	2
If the product is an Emerging Lighting Technology (ELT), it must meet the requirements of ESS Rule and the Scheme Administrator's published requirements.	<ol style="list-style-type: none"> 1. Confirm that the equipment was accepted by the Scheme Administrator and was on the Public List of Accepted ELTs¹² at the time of ESC creation. 2. Check that for implementations undertaken on or after 1 June 2014, no T5 Adaptors or LED Tubes (in a retrofitted luminaire) were installed. 3. Check that equipment used meets the requirements of clause 9.4.1(f) of the ESS Rule for implementations after 1 July 2015. 4. Where a project has been implemented on or after 6 April 2016¹³ confirm that the Scheme Administrator has not ceased acceptance of the ELT. 5. Ensure any register of ELTs being kept by the ACP is periodically updated. 	2
BCA section 4.4	Check the requirements of the Building Code of Australia (BCA) Part 1 section F4.4, Safe Movement have been met.	
NLP must be demonstrated in accordance with the Evidence Manual	Check whether the evidence requirements in the Evidence Manual have been met in relation to lamp type, nominal lamp power (NLP), lamp quantities, lighting control systems and air conditioning.	2
The Illumination Power Density (IPD) achieved after the lighting upgrade is equal or less than the maximum IPD for each space, as defined in Part J6 of the BCA	Review the IPD calculations.	2

¹² Refer: www.ess.nsw.gov.au/ELT/Product_Search

¹³ Refer to ESS website https://www.ess.nsw.gov.au/Projects_and_equipment/Lighting_Technologies/Commercial_Lighting_Requirements


Requirement	Audit Procedure	Audit Tier
Service levels must not be reduced - the lighting characteristics and upgrades at the sampled project sites must meet or exceed the recommendations of AS/NZS 1680, or another benchmark approved by the Scheme Administrator.	Review documented evidence.	2
	<ol style="list-style-type: none"> 1. Test light meter readings using the procedures recommended by AS/NZS 1680 (eg, excluding daylight, and taking readings at recommended spacing and height above the floor). If it is not possible to exclude daylight when taking readings, light meter readings should be taken with the lights on and then with the lights off and report the difference between the two as an approximation of the 'daylight excluded' lighting levels. 2. Check that lighting surveys have been carried out using a calibrated lux meter and accurate measurement methodology. 3. Check for maintained illuminance by ensuring that the maintenance cycle adopted provides for an average illuminance which does not fall below the recommended or required maintained illuminance. 4. Check for uniformity of illuminance by ensuring the work place allows for a particular task, or series of tasks, to be performed anywhere within the space, without alteration to the lighting. 	3

Table 4.1 – Specific issues to be checked for versions of the ESS Rule

Rule date	Issues
ESS Rule effective until 30 June 2014	<ul style="list-style-type: none"> ▼ Approval for use of extended operating hours.
ESS Rule effective from 1 May 2014	<ul style="list-style-type: none"> ▼ ACP being nominated as the energy saver in the correct form and manner prior to the implementation date.
ESS Rule effective from 15 April 2016 - including minor amendments made on 30 September 2016	<ul style="list-style-type: none"> ▼ Mercury recycling - new requirements commenced on 15 May 2016 (refer clause 5.3A(b) of the ESS Rule). ▼ Amendments to the control multipliers that may be used (refer tables A10.4 and A10.4A of the ESS Rule). ▼ Definition of 'purchaser' changed (refer clause 10.1 of the ESS Rule). ▼ Introduction of a Regional Network Factor (RNF). The RNF is the value from Table A24 of the ESS Rule
ESS Rule effective from 28 April 2017	<ul style="list-style-type: none"> ▼ The co-payment requirement (clause 9.4.1(e)) was amended to clarify that energy savings may only be calculated using that method if the purchaser has paid a net minimum of \$5 per mega-watt hour of electricity saved (excluding GST). ▼ A new clause (clause 9.4.1(h)) was added to stipulate that lighting upgrades of traffic signals must meet the relevant requirements of AS2144:2014 or other standards or benchmarks as specified by the Scheme Administrator. ▼ Default factors and classifications in Schedule A have been amended for lamp circuit power (LCP) values (Table A9.2) and air conditioning multipliers (Table A10.5).

Rule date	Issues
ESS Rule effective from 31 July 2018	<p data-bbox="757 247 1243 279">Changes effective from 1 November 2018:</p> <ul data-bbox="705 279 2065 513" style="list-style-type: none"><li data-bbox="705 279 2065 343">▼ Addition of a requirement that maintained emergency lighting must be replaced by maintained emergency lighting equipment<li data-bbox="705 343 2065 406">▼ Introduction of a cap on the LCP/NLP of high bay metal halide and mercury vapour lamps removed as part of a lighting upgrade. The cap applies to indoor lighting only.<li data-bbox="705 406 2065 454">▼ Updates to asset lifetime values to reflect the changes to the lighting market in NSW.<li data-bbox="705 454 2065 513">▼ A number of new definitions and amendments have been included to support and clarify changes throughout the method.

Table 5 – Method specific requirements – Home Energy Efficiency Retrofits (Clause 9.8 of the ESS Rule)

Requirement	Audit Procedure	Audit Tier
Calculation of energy savings	<ol style="list-style-type: none"> 1. Review the evidence provided to support the parameters used in the energy savings calculations 2. Check that the correct deemed activity energy savings formulas and factors have been used, as set out in Schedule D and E of the ESS Rule 	1
Eligibility requirements for each implementation	Check that a minimum of four ESCs has been created/calculated per implementation where implementations only consist of Schedule E	1
<p>For each implementation the original energy saver must have:</p> <ul style="list-style-type: none"> ▼ been the purchaser, and ▼ paid a net amount of at least \$30 (excluding GST) towards the cost of the implementation (which was not reimbursed or credited by anyone, including the ACP or another party). 	<ol style="list-style-type: none"> 1. Review tax invoices and payment records held by the ACP and its contractors/representatives to confirm that the original energy saver was the purchaser and paid at least \$30 excluding GST. 2. Where the implementation has been done as part of the Community Housing Program (CHP) component of the Home Energy Action (HEA) Program and no minimum payment (at least \$30 excluding GST) has been made, confirm that the ACP has a document signed by an authorised representative of the CHP that clearly shows the address of the site and affirms that the implementation was done under the CHP component of the HEA Program <p>Obtain verbal or email confirmation from the purchaser that:</p> <ol style="list-style-type: none"> a) they have made the co-payment, and b) the co-payment has not been reimbursed, credited by a third party, or made by in-kind payment. <p> Further information about guidelines on how to obtain confirmation can be found in Table 5.2 – Phone Survey scripts</p>	<p>1</p> <p>Subset of Tier 2</p>
Site requirements	<p>Check each site is a residential building or small business site in NSW, where:</p> <ol style="list-style-type: none"> a) a 'residential building' means a building classified by the Building Code of Australia (BCA) as a Class 1 or Class 2 building, and may include any non-habitable buildings (BCA class 10a or 10b) on the same site. b) a 'small business site ' <ol style="list-style-type: none"> (a) that is entirely occupied by one business; and (b) where the business, as a consumer of electricity at the Site: <ol style="list-style-type: none"> i. is a Small Customer (and, for the avoidance of doubt, has not aggregated its load at the Site with consumption at other Sites for the purposes of being treated as a Large Customer under its electricity purchase arrangements); or ii. is a customer of an Exempt Seller, and has an annual electricity consumption below the Upper Consumption Threshold for electricity. 	1

Requirement	Audit Procedure	Audit Tier
	<p>Check the building type through a of phone survey of the purchaser</p> <p>i Further information about guidelines on how to obtain confirmation can be found in Table5.2 – Phone Survey scripts</p>	2
Equipment requirements	<p>Check that End-User Equipment requirements have been met by reference to:</p> <ol style="list-style-type: none"> The relevant Activity Definition requirements of the ESS Rule Manufacturers specifications. 	2
Implementation requirements	<p>Check that the implementation was done, or supervised, by an appropriately qualified installer, eg, electrician</p>	1
	<p>Check that</p> <ol style="list-style-type: none"> a site assessment has been conducted on or before the implementation date based on Template – Site Assessor Declaration (Appendix A of the HEER Method Guide) the installer and purchaser co-signed a post implementation declaration based on the Template – Post Implementation Declaration (Appendix A of the HEER Method Guide) 	2
The implementation must have been performed by appropriately trained persons and undertaken by, or under the supervision of, a licensed electrician.	<ol style="list-style-type: none"> Check: <ul style="list-style-type: none"> the electrician’s licence, and that the electrician is included in the ACP’s register of installers Check compliance with minimum training requirements – as stipulated in the <i>ESS Notice 01/2013 (V3.0) – Minimum requirements of conduct (Minimum Requirements)</i>.¹⁴ 	2
Eligibility requirements for each implementation	<ol style="list-style-type: none"> Check that the ACP has only implemented activities for which it is accredited in relation to particular activity definitions from Schedules D and E of the ESS Rule Confirm that the ACP was accredited for the activity and the ACP was nominated as the energy saver on or before the implementation date Confirm that the correct implementation date has been recorded by the ACP Confirm that the ACP has met any special conditions in the Accreditation Notice in relation to the reporting of implementation data to IPART (via email) Check that any Implementation Data Sheets or ESS Registry uploads are correct. 	1

¹⁴ Refer: www.ess.nsw.gov.au/Events_and_Updates/ESS_Notices

Requirement	Audit Procedure	Audit Tier
Implementation address	<ol style="list-style-type: none"> 1. Check that evidence clearly identifies the address for the implementation and a Certificate of Compliance for Electrical Work (CCEW), where appropriate, has been completed for each implementation, including the details of: <ol style="list-style-type: none"> a) the specifics of the work completed b) the address where the work took place c) the electrician who signed and dated the document 2. Check that the Tax invoice clearly shows the address where the implementation took place. 	1

Table 5.1 – Specific requirements for activities from Schedule E –activities E1, E2, E3, E4, E5 and E11

Requirement	Audit Procedure	Audit Tier
Equipment requirements	Check that the electrician signed a declaration that existing dimmers are a compatible model listed in the relevant test report (note that only lighting equipment that has been accepted by the Scheme Administrator for use in installations with existing dimmers may be installed)	1
	Check that the End User Equipment requirements have been met by reference to: <ol style="list-style-type: none"> a) The relevant Activity Definition requirements of the ESS Rule b) Manufacturers specifications c) Acceptance by the Scheme Administrator (where required), refer to the HEER Lighting Equipment requirements published on the ESS website: http://www.ess.nsw.gov.au/Methods_for_calculating_energy_savings/Home_Energy_Efficiency_Retrofits d) Geo-tagged photographs (Note: requirements for photographs vary between activities). e) Check that the relevant lighting equipment was accepted by the Scheme Administrator on or before the date the relevant application to register ESCs was made. f) Check that the correct Electricity Savings Factor was applied for the correct End-User Equipment type. 	2
	Check the declaration by the purchaser that it is satisfied with the light distribution of the new End-User Equipment	2

Requirement	Audit Procedure	Audit Tier
Recycling requirements	<p>Recycling is required for projects in a Metropolitan Levy Area (with a postcode listed in Table A25 of the ESS Rule)</p> <ol style="list-style-type: none"> 1. Check that the recycling requirements have been met 2. Compare the records authorising the removal of old or obsolete End-User Equipment with details in the signed Nomination Forms or other supporting evidence like a disposal or recycling receipt or a certificate from a program such as 'Fluorocycle' or equivalent 	2

Table 5.2– Phone Survey or site visit

Requirement	Audit Procedure	Audit Tier
Phone survey requirements	<p>The phone survey should confirm with the purchaser</p> <ol style="list-style-type: none"> a) that a copy of the Nomination Form was provided to the Purchaser b) that it signed the Nomination Form c) that the minimum \$30 (excluding GST) payment was made in full, and that there were no other reimbursements, rebates or similar made or planned d) the date work was performed and completed, to assist in confirming the implementation date(s) of the implementation(s) e) that the implementation was undertaken at a residential or small business building f) the nature and extent of the implementation works g) that the purchaser co-signed a Post Implementation Declaration (with the installer) h) that the Purchaser is satisfied with the light distribution of the new End-User Equipment (for downlights, floodlights and PAR lamps), and i) that the Purchaser is satisfied with the implementation and has not experienced issues such as lighting flicker or product failures. 	Subset of Tier 2

Table 5.3 – Specific issues to be checked for versions of the ESS Rule

Rule date	Issues
28 April 2017	<ul style="list-style-type: none"> ▼ The co-payment requirement (clause 9.8.1(g)) was amended to clarify that energy savings may only be calculated if the purchase <u>has paid</u> a net minimum of \$30 (excluding GST) ▼ Site is defined as a Residential Building or Small Business Building

Rule date	Issues
20 April 2018	<ul style="list-style-type: none"> ▼ Definition of site changed to be a Residential Building or Small Business Site ▼ Changes to regional network factors (Table A24)
31 July 2018	<ul style="list-style-type: none"> ▼ Changes to electricity savings factors for Activity E5 ▼ Updates to Residential Building and Small Business Site electricity savings factors for existing and new BCA climate zones ▼ Inclusion of new activities D13, D14, E12 and modification to activity E10 ▼ Updates to savings factors for building fabric activities including window treatments, draught proofing and chimney dampers ▼ Updates to pool pump savings factors ▼ Exclusion of chimney balloons as an eligible activity