



WHAT

Accredited certificate providers (**ACPs**) accredited under the Energy Savings Scheme (**ESS**) engage auditors from the Audit Services Panel (**Auditors**) for energy saving certificates (**ESC**) creation audits.

A Detailed Scope of Works (**DSW**) must be provided to and approved by IPART before an audit can commence.

We are proposing a standard approach for the submission of DSWs through the introduction of the *DSW Submission Form*.



WHY

The *DSW Submission Form* will standardise the planning of ESC creation audits and can help to

- ▼ improve effectiveness and efficiency
- ▼ improve consistency
- ▼ clarify our expectations of how auditors should perform audit checks against certain requirements.



WHO

We are inviting submissions from stakeholders, including ACPs, Auditors and potential auditors wanting to join the Audit Services Panel.



HOW

Stakeholders should send their submissions to ess@ipart.nsw.gov.au with the subject line "DSW Submission Form".



WHEN

We are inviting submissions by **28 February 2019**.



WHERE

The proposed *DSW Submission Form* and the associated List of Sites (Excel spreadsheet) is attached to this consultation paper and can be found on our website at: https://www.ess.nsw.gov.au/ESS_Notices_and_Updates/Updates



WHAT NEXT

We will consider the submissions we receive in finalising the proposed standard approach.

We will notify all stakeholders when the proposed *DSW Submission Form* and associated documents are published and from when it will take effect.

We currently propose that the documents will be published in early March 2019 and take effect from early April 2019.

1 Key proposals

Key proposed changes to the approach of submitting DSWs include:

- ▼ Audit checks have been standardised and assigned to relevant tiers
- ▼ The format for the List of Sites has been standardised
- ▼ The ACP is now involved in creating the DSW
- ▼ The ACP signs a declaration related to the information provided for a particular audit

2 Request for feedback

We would like to hear your views on the proposed changes. Please email your feedback to ess@ipart.nsw.gov.au.