Method specific requirements – Project Impact Assessment Method (Clause 7 of the ESS Rule)

Requirement	Audit Procedure	Audit Tier
Eligibility for annual creation	1. Check that the ACP was accredited on or before 30 September 2014 to use PIAM to calculate ESCs 2. Confirm that the implementation occurred 3. Confirm that the Implementation Date of the Implementation was on or before 15 April 2016 4. Check that the Energy Savings are calculated for a maximum period that does not end later than 10 years after the implementation date.	1
Eligibility for forward creation or top-up	1. Check that the ACP was accredited on or before 30 September 2014 to use PIAM to calculate ESCs 2. Confirm that the Implementation occurred 3. Confirm that the Implementation Date of the Implementation was on or before 30 October 2015 4. Check that the end date of the total time period over which Energy Savings are calculated is not later than 10 years after the Implementation Date 5. Check that the ESCs calculated from top-up have not been registered unless the ACP has established to the satisfaction of the Scheme Administrator that the energy savings calculated in clause 7.4.6(a) have actually occurred 6. With respect to a second period of forward creation, confirm that the Implementation Date was prior to 1 July 2014.	1
Length of forward creation periods	1. Check that the length of any forward creation period, determined in accordance with clause 7.4.2, does not exceed 5 years	1
ESC vintage – forward creation	1. Check that the vintage matches the start date of the forward creation period determined in accordance with clauses 7.4.2 & 7.4.3 of the relevant version of the Rule	1
ESC vintage – top up	1. Check that the vintage matches the end date of the forward creation period for which ESCs are being topped-up, determined in accordance with clauses 7.4.2 & 7.4.3 of the relevant version of the Rule 2. Check that the end date of the forward creation period is no more than 5 years after the start date of the forward creation period, that is, for example where the start date is 1/1/2014, the end date is 31/12/2018.	1
ESC vintage – annual creation	1. Check that the vintage matches the period covered by the relevant calendar year	1
Energy Savings for the **first forward creation period** must be calculated in accordance with the ESS Rule. Appropriate evidence must be available to	1. Check Energy Savings calculations have been correctly carried out	1

Requirement	Audit Procedure	Audit Tier
support inputs to the Energy saving calculations.	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 the correct decay factor to calculate Energy Savings 4. Confirm the use of the correct confidence factor to calculate Energy Savings in accordance with clause 7.3 and Item 2 of the Schedule to the Accreditation Notice (if relevant) 5. Confirm the use of the correct certificate conversion factor to calculate ESCs 6. Confirm that the regional network factor is **not** applied (where the postcode falls within a category that would otherwise permit the application of the RNF, as listed in Table A24) 7. Confirm that the number of ESCs claimed as calculated by the ACP is correct (ie, re-perform calculations).	
Energy savings from **top-up of a forward creation period** must be established to the satisfaction of the Scheme Administrator Appropriate evidence must be available to confirm that Energy Savings have actually occurred over the relevant forward creation period	1. Check that Energy Savings for each year in the time period other than the first year as calculated using Equation 2 have actually occurred 2. Confirm that the Energy Savings calculated using Equation 3 for each year in the time period other than the first year have been subtracted from the top up claim 3. 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 4. Confirm the use of the correct confidence factor to calculate Energy Savings in accordance with clause 7.3 and Item 2 of the Schedule to the Accreditation Notice (if relevant) 5. Confirm the use of the correct certificate conversion factor to calculate ESCs 6. Confirm that the regional network factor **is not** applied 7. Confirm that the number of ESCs claimed as calculated by the ACP is correct (ie re-perform calculations)	1
Energy Savings from the **second forward creation period** must be calculated in accordance with the ESS Rule Appropriate evidence must be available to support the calculation of Energy Savings for the second forward creation period	1. Check that the Implementation Date is prior to 1 July 2014 2. Check that Energy Savings for the second forward creation period have been calculated using Equation 3 and take into account any changes to Energy Savings identified in the first forward creation period 3. 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 4. Confirm the use of the correct confidence factor to calculate Energy Savings in accordance with clause 7.3 and Item 2 of the Schedule to the Accreditation Notice (if relevant). 5. Confirm the use of the correct decay factor to calculate Energy Savings 6. Confirm the use of the correct certificate conversion factor to calculate ESCs	1

Requirement	Audit Procedure	Audit Tier
	7. Confirm that the regional network factor **is not** applied	
	8. Confirm that the number of ESCs claimed as calculated by the ACP is correct (ie re-perform calculations)	
Detailed record review	1. Review all project records used to support ESC creation	2
Site visits	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: a. compare products and equipment described in purchase documents or signed Nomination Forms to products and equipment currently installed	3