PIAM&V Auditors – Application Form

ESS Audit Services Panel

# T:\Chris\IPART\2016\ICONS\IPART_Icons_What.png Purpose of this form

All audits that involve the Project Impact Assessment with Measurement and Verification (**PIAM&V**) method must be conducted by suitably qualified auditors, who are approved to conduct PIAM&V audits.

# T:\Chris\IPART\2016\ICONS\IPART_Icons_How.png PIAM&V auditor criteria and requirements

PIAM&V auditors must have an appropriate combination of qualifications, skills, training and experience in accordance with relevant industry standards. Applicants must demonstrate their understanding of best practice measurement & verification (**M&V**) and advanced audit techniques.

Applicants must meet all four of the key eligibility criteria to qualify for approval as a PIAM&V Auditor, as listed below:

1. ESS Audit Services Panel: Applicant works for a member company of the ESS Audit Services Panel and is either an approved Lead Auditor listed on the Audit Services Panel Agreement or is sponsored by the Lead Auditor.
2. Professional M&V qualifications, either:

* Certified Measurement and Verification Professional (**CMVP**®), or
* Certified Energy Manager® (**CEM**®), or
* Relevant tertiary qualifications (eg, electrical/mechanical/systems/chemical engineering).

1. Audit experience and record:

* at least 100 hours experience in ESS (or similar) audits in relation to project based methods (eg, Project Impact Assessment Method, Metered Baseline Method or similar) verifiable via audit log and referees, and
* relevant audit certifications, qualifications, or panel memberships (eg NGERS, RABQSA, ICAA, ISO, JAS-ANZ).

1. Relevant technical experience: outlined in attached Application and Audit Log and verifiable via referees, which demonstrates:

* knowledge of, and experience with, statistical techniques, data management and sampling techniques, and
* ability to understand regression analysis, estimate of the mean, and calibrate outputs from a computer simulation (as applicable), and
* knowledge of commercial and industrial processes/machinery, metering equipment and electricity consumption, and
* relevant experience with the PIAM&V method (demonstrated through targeted PIAM&V training or logged PIAM&V audit hours).

# T:\Chris\IPART\2016\ICONS\IPART_Icons_How.png Instructions to submit this form

To use this application form, you will need to:

* Insert information and format as appropriate.
* Email the complete application form and all the required attachments to [ESS\_compliance@ipart.nsw.gov.au](mailto:ESS_compliance@ipart.nsw.gov.au).

# T:\Chris\IPART\2016\ICONS\IPART_Icons_What.png Document control

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| --- | --- | --- |
| Version number | **Change descriptions** | **Date published** |
| 1.0 | Initial release | December 2015 |
| 1.1 | Minor amendments to update formatting, clarify eligibility criteria, training and audit log requirements. | February 2017 |

# Application Form

## PIAM&V auditor applicant details

|  |  |
| --- | --- |
| Applicant name | [Click here to enter text] |
| Applicant salutation | [Click here to enter text] |
| Applicant job title | [Click here to enter text] |
| Panel member name | [Click here to enter text] |
| Postal address | [Click here to enter text] |
| State/Postcode | [Click here to enter text] |
| Mobile | [Click here to enter text] |
| Telephone | [Click here to enter text] |
| Email | [Click here to enter text] |

## Secondary contact’s name – panel member representative

* *Applicants that are not currently appointed Lead Auditors under a Panel Agreement must nominate a secondary contact from that Audit Panel Member as their representative, who also must sign this form on their behalf.*

|  |  |
| --- | --- |
| Secondary contact’s name | [Click here to enter text] |
| Contact’s salutation | [Click here to enter text] |
| Contact’s job title | [Click here to enter text] |
| Panel member name | [Click here to enter text] |
| Postal address | [Click here to enter text] |
| State/Postcode | [Click here to enter text] |
| Mobile | [Click here to enter text] |
| Telephone | [Click here to enter text] |
| Email | [Click here to enter text] |

## Professional background

### Employment

Provide an overview of your current and/or previous employment as relevant to the ESS (200 words maximum)

|  |  |
| --- | --- |
| Employment overview | [Click here to enter text] |

### Qualifications

List your relevant professional M&V qualifications (eg, CMVP® or CEM®):

| Qualification | **Year awarded** | **Name of institution** |
| --- | --- | --- |
| [Click and type here] | [Click and type here] | [Click and type here] |
| [Click and type here] | [Click and type here] | [Click and type here] |
| [Click and type here] | [Click and type here] | [Click and type here] |

List your tertiary qualifications from an appropriate university or equivalent institution of higher learning (eg, engineering degree: electrical, mechanical, systems, or chemical)

| Qualification | **Year awarded** | **Name of institution** |
| --- | --- | --- |
| [Click and type here] | [Click and type here] | [Click and type here] |
| [Click and type here] | [Click and type here] | [Click and type here] |
| [Click and type here] | [Click and type here] | [Click and type here] |

List your relevant professional audit certifications or standard accreditations (e.g. CMVP, CEES, CEEL, CEM, NGERS, RABQSA, ICAA, JAS-ANZ)

| Qualification | **Date accredited** | **Name of institution** |
| --- | --- | --- |
| [Click and type here] | [Click and type here] | [Click and type here] |
| [Click and type here] | [Click and type here] | [Click and type here] |
| [Click and type here] | [Click and type here] | [Click and type here] |

List training or programs attended relevant to the PIAM&V method and the ESS (e.g. PIAM&V Training through NSW Office of Environment and Heritage (**OEH**), ESS workshops, or similar)

|  |  |  |
| --- | --- | --- |
| Training/program | **Date attended** | **Name of organisation** |
| [Click and type here] | [Click and type here] | [Click and type here] |
| [Click and type here] | [Click and type here] | [Click and type here] |
| [Click and type here] | [Click and type here] | [Click and type here] |

### Skills and experience

## *To demonstrate relevant M&V audit experience, applicants are required to attach an Audit Log (Appendix A) with a list of relevant audit engagements.*

Summarise your skills and experience on relevant M&V audits (e.g. detail previous ESS experience and audit record (if any))

|  |  |
| --- | --- |
| Skills and experience (200 words maximum) | [Click here to enter text] |

Provide a statement that demonstrates your knowledge of M&V as it relates to your relevant audit history and your ability to understand regression analysis, estimate of the mean, and/or computer simulation

|  |  |
| --- | --- |
| M&V knowledge (200 words maximum) | [Click here to enter text] |

## Required supporting information

Please tick the boxes below to confirm you have attached the relevant documents

|  |  |
| --- | --- |
| **Curriculum Vitae (CV) that includes employment dates and details** |  |
| **Audit certifications and/or other relevant qualifications** |  |
| **Audit Log (list of relevant audit engagements conducted)** |  |
| **Referees (at least two should be provided that are external to your company)** |  |

## Disclosures consent

Please tick the box below to provide your consent for us to contact the referees listed in your CV, audit certifications and/or Audit Log

|  |  |
| --- | --- |
| *I confirm that IPART may contact the employers, programs or auditees provided by me to obtain information on my performance, and I understand that information will form part of the ESS Audit Panel application assessment.* |  |

## Audit log

Please list previous audits conducted relevant to:

* the PIAM&V method, and/ or
* Project based methods experience (eg, Project Impact Assessment Method, Metered Baseline Method or similar)

A minimum of at least three relevant audits must be included. The log must also indicate that the application meets the 100 hour audit experience requirement.

## *Include the project referees’ contact details, a brief summary of the audit and the date it was conducted. Referees may be contacted via email or phone calls. Letters of recommendation from additional referees are not required, but can be attached as supporting information.*

| Audited Company | Role (Lead Auditor, Auditor, etc.) | Project Summary (incl. method) | Date Conducted | Referee: Name, Email & Phone Number | Hours Spent |
| --- | --- | --- | --- | --- | --- |
| [Click and type here] | [Click and type here] | [Click and type here] | [Click and type here] | [Click and type here] | [Click and type here] |
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## Declaration

I declare that:

* The information in this application is correct and not misleading by inclusion or omission.
* I am aware that there are penalties for providing false or misleading information in this application.

|  |
| --- |
| Note: 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. |

#### Signed by the applicant:

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Date | [Click here to enter a date] |

#### Signed by the Lead Auditor[[1]](#footnote-1) (if applicable):

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Date | [Click here to enter a date] |

1. If the Lead Auditor is not the applicant. A Lead Auditor is required to sign and sponsor the applicant’s application on behalf of their organisation to represent the terms of the Panel Agreement with IPART. [↑](#footnote-ref-1)