Application for Accreditation – Part B

Method Details – Project Impact Assessment with Measurement and Verification

Version 3.5, April 2023

Purpose of this form

This form is used to apply for accreditation as an Accredited Certificate Provider or ‘ACP’ for the **Project Impact Assessment with Measurement and Verification (PIAM&V)** method. It must be accompanied by *Application for Accreditation – Part A (general details)* and other supporting documentation as indicated in these forms.

Refer to the [PIAM&V Method Guide](https://www.ess.nsw.gov.au/Home/About-ESS/Energy-savings-calculation-methods/Project-Impact-Assessment-with-MV) and [PIAM&V Method Requirements](https://www.ess.nsw.gov.au/Home/Document-Search/Notices/Notice-042020-Requirements-for-PIAMV-%E2%80%93-PIAMV-Method-Requirements-V1.0/ESS-Notice-042020-Requirements-for-PIAMV-PIAMV-Method-Requirements-V1.0) to assist you in completing this form. Essential information about the requirements of applicants and ACPs is set out in the:

* [ACP Application Guide](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Application-for-Accreditation-Guide-ACPs)
* [Record Keeping Guide](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Obligations-of-an-ACP/Record-keeping)
* [Guide to ACP’s Obligations](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Obligations-of-an-ACP).

Your application information must be consistent with and meet the requirements set out in these documents. More information on the [application process](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/The-application-process) can be found on the ESS website.

Meaning of key terms and icons in this form

Words which are defined in the ESS Rule and used in this Application Form have the same meaning in this Application Form as in the ESS Rule, unless the context requires otherwise.

Key terms

**ACP** means **accredited certificate provider**. If this application for accreditation is approved, you will be an ACP.

**Eligible fuels** means anything which, from time to time, is a “recognised form of energy” as that term is defined under clause 2 of Schedule 4A to the *Electricity Supply Act 1995*.

*[Note: This definition of eligible fuels differs from the definition of the same term under the ESS Rule.]*

**ELT** means **emerging lighting technology**. Products classified as ELTs must be accepted for use by IPART.

**ESC** means **energy savings certificate**. If this application for accreditation is approved, you may be able to create ESCs from the activities conducted under the RESA.

**ESS Rule** means the[***Energy Savings Scheme Rule of 2009***](https://www.ess.nsw.gov.au/Home/About-ESS/Legislation-ESS-Performance/ESS-Rule). The ESS Rule sets out the specific requirements of each calculation method under the ESS. Requirements specific to PIAM&V are set out in clause 7A of the ESS Rule. The ESS Rule is available on the ESS website.

**EUE** means **end-user equipment**.EUE is equipment, processes, or systems which consume eligible fuels. This includes the equipment directly consuming one or more eligible fuels as well as equipment or products that cause, control or influence the consumption of one or more eligible fuels.

**M&V Professional** means **measurement & verification professional**. M&V Professionals confirm the validity of measurement procedures, energy models and parameters used when calculating energy savings under the PIAM&V method. Refer to the ESS website for a list of M&V Professionals.

**Measurement boundary** means all EUE modified, replaced, installed, or removed as a result of the Implementation, as well as all EUE within that boundary whose energy consumption is impacted by the Implementation.

**Non-renewable fuels** means fuels which are existing in limited quantities that cannot be replaced after they have all been used. This includes coal, oil, gas, and nuclear fuels.

**Implementation** means the delivery of a RESA at a site.

**RESA** means **recognised energy saving activity**. A RESA must meet all of the criteria set out in clause 5.3 of the ESS Rule. If this application for accreditation is approved, you will be accredited in respect of a specific energy saving activity.

**Site** means the location of the EUE included in a RESA, as defined by:

* an Address
* a unique identifier, as specified for the relevant Implementation that identifies the affected EUE, or
* a method accepted by the Scheme Administrator.

Icons

|  |  |
| --- | --- |
|  | Important information to assist you with completing the application. |
|  | Indicates an instruction for completing this form. |
| 0. | Indicates a document or supporting evidence to be provided with the application. |

How to complete and submit your application

1. Complete [Application for Accreditation – Part A](http://www.ess.nsw.gov.au/How_to_apply_for_accreditation/Apply_now_-_guides_and_application_forms) and Application for Accreditation – Part B (this form).
2. Finalise supporting documentation.
3. Review the completed application forms and supporting documentation to ensure they are concise, complete and accurate. This is an opportunity to demonstrate the effectiveness of your quality assurance procedures to IPART.
4. Submit the application forms and supporting documentation to IPART.

Application pathways

#### Application pathway

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| --- | --- |
|  | *Developing an application for accreditation for the PIAM&V method can be costly and time consuming. To assist applicants, 2 application pathways are available.***Pathway A – for implementations at identified sites**. You must include details of the specific implementation(s) that will be included in your RESA. You must provide the M&V Plan and baseline energy model for at least one of the identified sites in response to relevant questions. You must also provide the address(es) (or unique identifiers) of the site(s) in the Application for Accreditation – Part A. If you are using the sampling method, you must also provide a sampling plan and the baseline energy model for the sample.If you are accredited under Pathway A you will have certain conditions placed on your accreditation that may limit your ability to create ESCs until you provide further information to the Scheme Administrator (e.g. operating energy model, M&V Report, energy savings and ESC calculations). The types of conditions applied to the accreditation will depend on the complexity of the RESA and number of sites. Once the conditions are met, you can apply to amend your conditions to allow ESC creation. You can also apply to amend your accreditation to add additional sites or EUE categories.**Pathway B – for implementations at multiple unidentified sites**. You must provide at least one fully worked example in response to relevant questions, including an M&V Plan, baseline energy model, operating energy model, M&V Report and energy savings and ESC calculations (tools, spreadsheets). Your example(s) can be an implementation that has already occurred; however, if accredited under Pathway B, you cannot create ESCs for such implementation, as the implementation date would occur after the date of accreditation. |

|  |  |
| --- | --- |
| Pathway A – identified site(s) | [ ]  |
| Pathway B – yet to be identified sites | [ ]  |

Method eligibility

#### Energy model type(s)

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| --- | --- |
|  | Different energy model types may be used to calculate the baseline and operating energy models.If you are applying using Pathway B, the worked example documents that you provide in response to relevant questions must cover all energy model types included in your RESA.  |
|  | Select one or more energy model types.  |

|  |  |
| --- | --- |
| Regression analysis | [ ]  |
| Estimate of the mean | [ ]  |
| Computer simulation | [ ]  |

Are you applying for more than one energy model type?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to Question 3 |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | You must have a robust procedure in place to determine which energy model type(s) you will use for each implementation. |

|  |  |
| --- | --- |
| Describe how you will determine which energy model type to use for each implementation: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach the documented procedure, with a flow diagram, that shows how you will determine which energy model to use. If you are providing a worked example, show how the procedure applies in practice. |

|  |  |
| --- | --- |
| File name – Documented procedure and flow diagram: | Click here to enter text |
| File name – Worked example: | Click here to enter text |

#### Energy efficiency activities

|  |  |
| --- | --- |
|  | Select the activities to be included in the RESA. |

|  |  |
| --- | --- |
| Increasing the efficiency of consuming an eligible fuel | [ ]  |
| Switching to another eligible fuel (except to fuels that increase consumption of a non‑renewable fuel (other than electricity)  | [ ]  |
| Generating energy resulting in an overall reduction in consumption of an eligible fuel | [ ]  |
| Reducing consumption of eligible fuel per unit of output | [ ]  |

|  |  |
| --- | --- |
|  | Select the eligible fuels to be included in the RESA. |

|  |  |
| --- | --- |
| Electricity  | [ ]  |
| Biofuel | [ ]  |
| Biogas | [ ]  |
| Biomass | [ ]  |
| Diesel fuel | [ ]  |
| Liquefied petroleum gas | [ ]  |
| Natural gas  | [ ]  |
| Onsite renewable energy | [ ]  |

#### Fuel switching

Does the proposed RESA include fuel switching activities?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to Question 5 |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | Fuel switching activities must not lead to a net increase in greenhouse gas emissions. Full fuel cycle greenhouse gas emissions factors are found in Table A28 of the ESS Rule. |

|  |  |
| --- | --- |
| Describe the fuel switching activities to be included in the RESA. For each activity, indicate the eligible fuels involved in the switching. | Click here to enter text |
| Describe how you will calculate greenhouse gas emissions using full fuel cycle greenhouse gas emissions factors: | Click here to enter text |
| Describe how you will ensure there is no net increase in greenhouse gas emissions from implementing the RESA: | Click here to enter text |

#### Ineligible activities

|  |  |
| --- | --- |
|  | [Activities which are not eligible](https://www.ess.nsw.gov.au/Home/About-ESS/Overview-of-the-ESS/Excluded-activities) RESAs are set out in clause 5.4 of the [ESS Rule](https://www.ess.nsw.gov.au/Home/About-ESS/Legislation-ESS-Performance/ESS-Rule). If any of these activities are part of your RESA you need to explain how they will be excluded from your energy savings and ESC calculations. |

Are any ineligible activities included in the proposed RESA?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to Question 6 |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
| Describe how any ineligible activities will be excluded from energy savings and ESC calculations: | Click here to enter text |

RESA boundaries and metering

#### RESA boundary

|  |  |
| --- | --- |
|  | ACPs must document all items of EUE which are modified, replaced, installed or removed when defining the measurement boundary for an implementation.  |

|  |  |
| --- | --- |
| Describe how you will determine the Measurement Boundary(s) for the type(s) of sites where you will be implementing the RESA: | Click here to enter text |
| Describe how you will document all items of EUE that are modified, replaced, installed or removed: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach a drawing or schematic to demonstrate how you will determine the measurement boundary, indicating energy consumption measurement points. |

|  |  |
| --- | --- |
| File name – measurement boundary diagram: | Click here to enter text |

#### Metering equipment and processes

|  |  |
| --- | --- |
|  | Provide a description for energy meters as well as metering associated with independent variables (where relevant). |

|  |  |
| --- | --- |
| Describe the existing metering equipment on site that will be used for the RESA: | Click here to enter text |
| If non-utility meters will be used, describe the processes and persons responsible for testing and calibrating the metering equipment at the site: | Click here to enter text |
| Describe how you will ensure the metering arrangements at the site are adequate to:* confirm the measurement boundary of the RESA
* identify all energy consumption within the measurement boundary and the site
* measure reductions in net energy consumption as a result of the RESA, and
* identify if an increase in energy consumption occurs to enable calculation of energy savings:
 | Click here to enter text |
| If existing metering equipment is not adequate, describe the arrangements that will be put in place to ensure data is adequately captured: | Click here to enter text |
| Describe the process followed if the metering equipment is changed at each site after the implementation date (e.g. how will you ensure data is accurate, equipment is calibrated and data gaps are filled): | Click here to enter text |

End-user equipment

#### EUE activities

|  |  |
| --- | --- |
|  | Select one or more of the activities that will be included in the RESA. |

|  |  |
| --- | --- |
| **Modifying** – modifying EUE or the usage of EUE (including by installing additional components). | [ ]  |
| **Replacing** – removing existing EUE and replacing it with other EUE. | [ ]  |
| **Installing** – installing new EUE (where there is no existing EUE). | [ ]  |
| **Removing** – removing EUE (and not replacing it). | [ ]  |

#### EUE categories

|  |  |
| --- | --- |
|  | If you are applying using Pathway B, the worked example documents that you provide in response to relevant questions must cover each EUE category included in your RESA. You can demonstrate your capability to apply the PIAM&V method by submitting at least one example relating to one specific EUE under each category, explaining how the example demonstrates capability for the whole category. |
|  | Select the EUE categories to be included in the RESA and describe your experience in each one. |

|  |  |
| --- | --- |
| Building envelope | [ ]  |
| Commercial heating/cooling | [ ]  |
| Fluid transport and materials handling | [ ]  |
| Industrial heating/cooling | [ ]  |
| Information and communication technology | [ ]  |
| Lighting  | [ ]  |
| Power generation systems | [ ]  |
| Power supply/distribution systems | [ ]  |
| Industrial processes (other) | [ ]  |

|  |  |
| --- | --- |
| Describe your experience implementing projects using each EUE category selected above: | Click here to enter text |

#### Lighting upgrades

Will lighting upgrades be included in your RESA?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to Question 11 |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | ELTs such as LEDs and induction luminaires must meet certain safety requirements. ELTs used in lighting upgrades must be accepted by IPART as meeting these requirements before ESCs can be created and registered from the use of ELTs in a lighting upgrade. Refer to the [Product acceptance](https://www.energysustainabilityschemes.nsw.gov.au/Accredited-Certificate-Providers/Product-acceptance) page of the ESS website for more information. |

|  |  |
| --- | --- |
| Describe how you will ensure ELTs used in the lighting upgrade have been accepted by IPART prior to creating ESCs: | Click here to enter text |

#### Installing new EUE

Will you be installing new EUE (where there is no existing EUE)?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to Question 12 |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | New EUE installed as part of the proposed RESA must have a greater energy efficiency than the average energy efficiency of other EUE that provides the same type, function, output or service. It must also consume less non-renewable fuel than other EUE of the same type, function, output or service. Refer to clause 5.3B of the ESS Rule. |

|  |  |
| --- | --- |
| Describe how you will ensure the efficiency of new EUE will be greater than the average energy efficiency of, and consume less non-renewable fuel than, other EUE that provides the same type of function, output or service: | Click here to enter text |

#### Removing and replacing EUE

Will you be removing or replacing EUE?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to Question 13 |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | Equipment that is removed as part of the RESA must be disposed of appropriately. It must not be refurbished, re-used or resold. Refer to clause 5.3A of the ESS Rule. |
|  | Lighting equipment containing mercury removed during upgrades in metropolitan levy areas (refer Table A25 of Schedule A to the ESS Rule) must be recycled in accordance with the requirements of a product stewardship scheme.  |
|  | If EUE containing refrigerants is removed as part of an upgrade, the refrigerants must be disposed of in a manner compliant with the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989. |

|  |  |
| --- | --- |
| Describe how you will ensure EUE removed as part of the RESA is not refurbished, reused or resold: | Click here to enter text |
| Describe how you will dispose of removed equipment: | Click here to enter text |
| If relevant, describe how you will ensure relevant lighting equipment is recycled in accordance with the requirements of a product stewardship scheme: | Click here to enter text |
| If relevant, describe how you will dispose of any refrigerants and obtain evidence of refrigerant recycling, such as a recycling receipt or tax invoice: | Click here to enter text |

#### How will you maintain production, service and safety levels?

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| --- | --- |
|  | RESAs must not result in a reduction of production, service or safety levels. This means the performance or outputs of the site must not be reduced as a result of the RESA. |

|  |  |
| --- | --- |
| Describe how you will consider customer and site requirements when scoping the implementation: | Click here to enter text |
| Describe how you will ensure the customer is satisfied with the implementation and it meets their needs and site requirements: | Click here to enter text |
| Describe how you will ensure any reductions in energy consumption have not arisen from a reduction in production, service or safety levels at the site: | Click here to enter text |

#### Persistence model

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|  | A persistence model is a model that is able to forecast the continuation of energy savings from an implementation over its useful lifetime. Refer to clause 7A.13 of the ESS Rule for more information. |

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| Describe the persistence model you intend to use to estimate the expected lifetime of the EUE: | Click here to enter text |

Calculating energy savings

#### Calculation tool

|  |  |
| --- | --- |
|  | Spreadsheets and tools used in the calculation of energy savings and development of energy models (e.g. regression analysis) must be developed and maintained as supporting information for the M&V Report. |

|  |  |
| --- | --- |
| Describe the calculation tool you will use and how it will meet ESS requirements: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach the calculation spreadsheet(s)/tool(s) you will use to calculate energy savings. The spreadsheet/tool must show the steps and formula used to calculate energy savings. |

|  |  |
| --- | --- |
| File name – calculation spreadsheet/tool: | Click here to enter text |

#### Accuracy of energy savings and ESC calculations

|  |  |
| --- | --- |
|  | You must have appropriate procedures for checking calculations of energy savings and ESCs. If during an audit of your RESA the auditor identifies errors in calculations from which ESCs have been registered, you may be requested, or required, to forfeit any improperly created ESCs. |

|  |  |
| --- | --- |
| Describe how your procedures will ensure the accuracy of energy savings and ESC calculations: | Click here to enter text |

#### Interactive energy savings

|  |  |
| --- | --- |
|  | Any energy savings arising from the implementation that occur outside the measurement boundary must be estimated and taken into account when determining the normal year energy savings. |

|  |  |
| --- | --- |
| Describe how you will estimate any interactive energy savings for a site: | Click here to enter text |

#### Implementation date

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| --- | --- |
|  | The implementation date is the date the implementation commenced normal operations. |

|  |  |
| --- | --- |
| Describe how you will determine the implementation date for each implementation and what document(s) you will collect as evidence for this requirement: | Click here to enter text |

#### Non-routine events and adjustments

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| --- | --- |
|  | You must use the PIAM&V Method Application Requirements for Non-Routine Events and Adjustments (NRE-A Requirements) to identify and adjust for any non-routine events occurring within the measurement boundary. Refer to clause 7A.5B1 of the ESS Rule for more information. |

|  |  |
| --- | --- |
| Describe your procedure to ensure Non-Routine Events and Adjustments are identified and applied in accordance with the NRE-A Requirements: | Click here to enter text |

#### Forward creating ESCs

Will you be forward creating ESCs?

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| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No, I will create ESCs annually | [ ]  | 🡪 Go to the next section: Regression analysis |
| Yes, I will forward create ESCs | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | A normal year is a typical year of operation of the EUE after the implementation date. Refer to clause 7A.7 of the ESS Rule for more information. |

|  |  |
| --- | --- |
| Describe how you will determine a normal year for a site: | Click here to enter text |
| Describe how you will determine normal operations for a site: | Click here to enter text |

Do you intend to top-up ESCs?

|  |  |
| --- | --- |
|  | Top-up refers to creating ESCs from the difference between the predicted energy savings and the actual measured energy savings for a year. Any claimed energy savings (from forward creation) must be discounted before ESCs are calculated. |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the next section: Regression analysis |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
| Describe the process you intend to follow to top-up ESCs: | Click here to enter text |

Regression analysis

Do you intend to use regression analysis to establish energy models?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the next section: Estimate of the mean |
| Yes | [ ]  | 🡫 Provide the information below |

#### Experience in regression analysis

|  |  |
| --- | --- |
|  | PIAM&V is a complex method that requires understanding of M&V principles. You must demonstrate your understanding of M&V principles and your ability to accurately calculate energy savings. The International Performance Measurement & Verification Protocol (IPMVP) and guidance published from time to time by the Office of Energy and Climate Change provide detailed guidance on conducting M&V. |

|  |  |
| --- | --- |
| Describe your experience in relation to establishing energy models using M&V principles and regression analysis:  | Click here to enter text |
| Describe a recent project where you used M&V to establish energy models using regression analysis: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach relevant documents for the example project described above. This must include copies of your M&V Plan, M&V Report and calculation tools or spreadsheets. Different documents must be provided depending on the application pathway (see Question 1). |

|  |  |
| --- | --- |
| File name(s) – example project documents: | Click here to enter text |

Estimate of the mean

Do you intend to use estimate of the mean to establish energy models?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the next section: Computer simulation |
| Yes | [ ]  | 🡫 Provide the information below |

#### Experience in estimate of the mean

|  |  |
| --- | --- |
|  | PIAM&V is a complex method that requires understanding of M&V principles. You must demonstrate your understanding of M&V principles and your ability to accurately calculate energy savings. The IPMVP and guidance published from time to time by the Office of Energy and Climate Change provide detailed guidance on conducting M&V. |

|  |  |
| --- | --- |
| Describe your experience in relation to establishing energy models using M&V principles and estimate of the mean:  | Click here to enter text |
| Describe a recent project where you used M&V to establish energy models using estimate of the mean: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach relevant documents for the example project described above. This must include copies of your M&V Plan, M&V Report and calculation tools or spreadsheets. Different documents must be provided depending on the application pathway (see Question 1). |

|  |  |
| --- | --- |
| File name(s) – example project documents: | Click here to enter text |

Computer simulation

Do you intend to use computer simulation to establish energy models?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the next section: Sampling method |
| Yes | [ ]  | 🡫 Provide the information below |

#### Software package

|  |  |
| --- | --- |
|  | PIAM&V is a complex method that requires understanding of M&V principles. You must demonstrate your understanding of M&V principles and your ability to accurately calculate energy savings. The IPMVP and guidance published from time to time by the Office of Energy and Climate Change provide detailed guidance on conducting M&V. |

|  |  |
| --- | --- |
| Describe the software package you intend to use and how it will support calculation of energy savings in accordance with the PIAM&V method: | Click here to enter text |
| Describe your experience in relation to establishing energy models using the software package:  | Click here to enter text |
| Describe how you will determine the accuracy requirements of the calibrated computer simulation model in accordance with industry standards: | Click here to enter text |
| Describe a recent project where you used M&V to establish energy models using computer simulation: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach documents demonstrating how the proposed software package will accurately calculate energy savings in accordance with the PIAM&V requirements.Attach relevant documents for the example project described above. This must include copies of your M&V Plan, M&V Report and calculation tools or spreadsheets. Different documents must be provided depending on the application pathway (see Question 1). |

|  |  |
| --- | --- |
| File name(s) – software package document: | Click here to enter text |
| File name(s) – example project documents: | Click here to enter text |

Sampling method

Do you intend to use the sampling method to establish energy models for a multi-site RESA?

|  |  |
| --- | --- |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the next section: M&V Professional |
| Yes | [ ]  | 🡫 Provide the information below |

#### Recruiting sites and eligibility requirements

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| --- | --- |
|  | The eligibility requirements are a set of requirements that are in place to ensure only sites with similar characteristics are included in the population.  |

|  |  |
| --- | --- |
| Describe how will you recruit sites (i.e. are they already identified or will they be added to the population over time): | Click here to enter text |
| Approximately how many sites do you intend to include in the population: | Click here to enter text |
| Describe the expected distribution of the sites that will be included in the population: | Click here to enter text |
| Describe the eligibility requirements that you will use to test if a site can be included in the population: | Click here to enter text |
| Describe the process you will follow to ensure all sites meet the eligibility requirements: | Click here to enter text |

#### Sample sites and representativeness test

|  |  |
| --- | --- |
|  | A representativeness test must be defined to ensure sample sites are representative of the whole population.  |

|  |  |
| --- | --- |
| Describe the representativeness test that will be used to determine if sample sites are representative of the population: | Click here to enter text |
| Describe the process you will follow to select additional sample sites to ensure the representativeness tests continue to be met (i.e. if additional sites are added to the population): | Click here to enter text |

#### Experience in using sampling

|  |  |
| --- | --- |
| Describe your experience in relation to the use of sampling to establish energy models:  | Click here to enter text |
| Describe a recent project where you used sampling to establish energy models: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach relevant documents for the example project described above. This must include a copy of your sampling plan. Different documents must be provided depending on the application pathway (see Question 1). |

|  |  |
| --- | --- |
| File name(s) – example project documents: | Click here to enter text |

Measurement and Verification (M&V) Professional

#### M&V Professional

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|  | The M&V Professional should be engaged during project planning, before implementation and after implementation. Clause 7A.5A requires the M&V Professional to validate measurement procedures relating to the baseline energy model prior to the implementation date.M&V Professionals must provide an independent opinion over the validity of the energy models being applied by an ACP. Refer to the Guide for M&V Professionals for more information. |
|  | Provide details of your M&V Professional and your processes for engagement and managing independence. The ESS website provides a [list of approved M&V Professionals](https://www.ess.nsw.gov.au/Auditors-and-MV-Professionals/Measurement-and-Verification-Professionals). |

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| --- | --- |
| Name of M&V Professional(s): | Click here to enter text |
| At what points throughout the project will you engage the M&V Professional? | Click here to enter text |
| Describe how you will ensure the M&V Professional provides an independent opinion: | Click here to enter text |
| Describe what process you will apply to quality assure the M&V Professional Report against ESS requirements: | Click here to enter text |