



REGULATION & SUPERVISION BUREAU FOR ELECTRICITY & WATER SECTOR

ENERGY AUDIT FIRM ACCREDITATION SCHEME



Version History

Issue no.	Modification	Issued by	Approved by	Date
2.0	Publication Version	E. Matar	G. Sims	19/04/2015
2.1	Accreditation Criteria	E. Matar	G. Sims	22/11/2015
2.2	Modified payee details & declaration form	E. Matar	G. Sims	11-08-2016
2.3	Modified Health & Safety requirements	Z. Al Amin	G. Sims	13-02-2016
2.4	Introduced specialisation recognition, including additional experience and staff capability requirements for industrial specialisation; clarified Effective Date; updated application process (online submission, bank transfer payment, non-refundable fees); added annual data request requirement; aligned Accreditation Board governance language; and minor editorial fixes.	E. Matar M. Jamal	R. Alaileh	24-06-2026



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1. Introduction

The Dubai Demand Side Management (DSM) Strategy, overseen by the Dubai Supreme Council of Energy (DSCE), sets ambitious targets to improve energy efficiency in the Emirate. The DSM Strategy identifies that retrofitting existing buildings is important for achieving its energy efficiency targets; and the delivery of retrofit activity requires an energy services market with sufficient capability and capacity.

An energy audit is the foundation for effective retrofit work. It is an inspection, survey and analysis of energy flows in a building, process or system to reduce the amount of energy input into the system without negatively affecting the output(s). As a result it offers, at a minimum, a description of the building, its characteristics and its envelope, details of its energy and water consumption and costs, and subsequently recommendations for adequate technical and organizational measures to increase the energy efficiency of the audited building.

The Energy Audit Firm Accreditation Scheme (Scheme) is intended to ensure a minimum level of competency among energy auditing companies and the audit staff they employ.

Audits carried out under the Dubai Supreme Council of Energy's "Directive on Energy & Water Efficiency of Buildings for Government Entities in Dubai" will be performed by audit firms accredited under this scheme. Audit firms will be retained to carry out these audits and each audit will have to bear the signature of an auditor meeting the qualification requirements of this scheme.

This document sets out the requirements of the Scheme. It establishes criteria for the assessment and accreditation of Energy Audit Firms, and it is the basis upon which the Register of Accredited Energy Audit Firms (Register) has been established. This accreditation scheme may be reviewed from time to time by the Accreditation Board and revisions published on the RSB's website.

This document shall be effective from its date of issuance (Effective Date).

The accreditation requirements set forth in this document shall be applied on new and renewal applications submitted on or after the Effective Date.

1.1. Accreditation Scheme Objectives

This Scheme aims to:

- Ensure the delivery of high quality services by technically and financially sound companies, so that customers do not receive an unsatisfactory experience when contracting for energy auditing services; and
- Reduce transaction costs for both customers and auditors by identifying a qualified pool of providers.

1.2. Non-applicability of the Scheme

The Scheme is not applicable to any of the following parties:

- Subcontractors to the accredited entities;
- Individuals (although the accreditation process considers personnel competence).

2. Accreditation Criteria

An Accredited Energy Auditor (Accredited EA) is an energy audit firm holding a valid accreditation in accordance with the accreditation requirements set forth in this document.

The Scheme may recognise specific specialisations within the existing accreditation framework. An Accredited EA capable of offering niche energy efficiency services that support Dubai's DSM strategy, such as industrial process-level audit and optimisation, may be recognised by the Accreditation Board.

An Accredited EA may hold more than one specialisation where the relevant requirements are met for each. Recognised specialisations will be stated on the accreditation certificate and reflected in the Register. Specialisation recognition is awarded at the time of accreditation or renewal. Accredited EAs seeking to add a specialisation between renewals must submit separate requests with supporting evidence.

Applications should be complete including all criteria at the appropriate standards as set out in Table 1.

Table 1: Application requirements

Nr	Criteria	Requirements	Submittals
1.	Experience – Project references demonstrating the Energy Auditor depth of experience and success.	3 reports of audits completed within the last three years to at least ASHRAE Level 1. - For industrial specialisation, 1 audit must be for an industrial process. Alternatively, at least one staff member must be a Certified Industrial Energy Professional (CIEP) as per Criterion 2. - Exceptionally, and at the accreditation board's discretion, applicants can demonstrate their experience through reports of audits completed by their staff prior to joining the applicant.	Three (3) audit reports
2.	Staff capabilities – that demonstrate qualifications and acceptable years of experience.	- At least one (1) staff member having an engineering degree and possessing at least one of the following qualifications: - Certified Energy Auditor (CEA by AEE), or - Certified Energy Manager (CEM by AEE), or - Building Energy Assessment Professional (BEAP by ASHRAE) - For industrial specialisation, at least one staff member must be a CIEP. Alternatively, industrial audit reference must be presented as per Criterion 1. - If using certifications alternative to the above, the applicant must make a detailed case for equivalency¹.	Copy of certificates CV Passports and valid UAE residence visas

¹ Applicants are welcome to make the case for equivalence, which would be assessed and submitted to the Energy Auditor Accreditation Board for approval. It is for the applicant to submit relevant material, in English, presenting the attained formal knowledge and/or certifications, and their alignment with the general requirements outlined in this document.



3.	Health and safety policy and safety records	Applicants should provide: • Official health and safety policy • Company health and safety manual • Company health and safety performance reports showing monthly statistics for the past three years, where applicable.	• Health and safety policy • Health and safety manual • Health and safety performance reports
4.	Trade licence	A valid Dubai trade activity licence having no remarks that may restrict the applicant's energy audit activities.	• Valid Dubai trade licence
5.	Organisational structure	The applicant must provide an organizational structure showing where key resources (from senior management to specialist qualified personnel) sit within the entity in relation to the management of audit projects.	• Organisation chart or equivalent

3. Application and Assessment

3.1. Applications

Applicants should fill and submit an online application form on the [RSB services portal](#) along with the required documents.

In submitting an application, an applicant is deemed to acknowledge that the sole basis of such an application are the submitted documents.

A full submission with all the required details identified in Table 1 must be submitted together with payment of AED 5,000 via bank transfer, or through any other channel as may be determined by the RSB from time to time. Details can be requested through email at EAaccreditation@rsbdubai.gov.ae.

Applications will be assessed by the RSB and submitted to the Accreditation Board. Application fees are non-refundable and non-transferrable, regardless of the decision made on the application. The assessment team will not process any unpaid application, and the Accreditation Board will not approve any partial or incomplete submission.

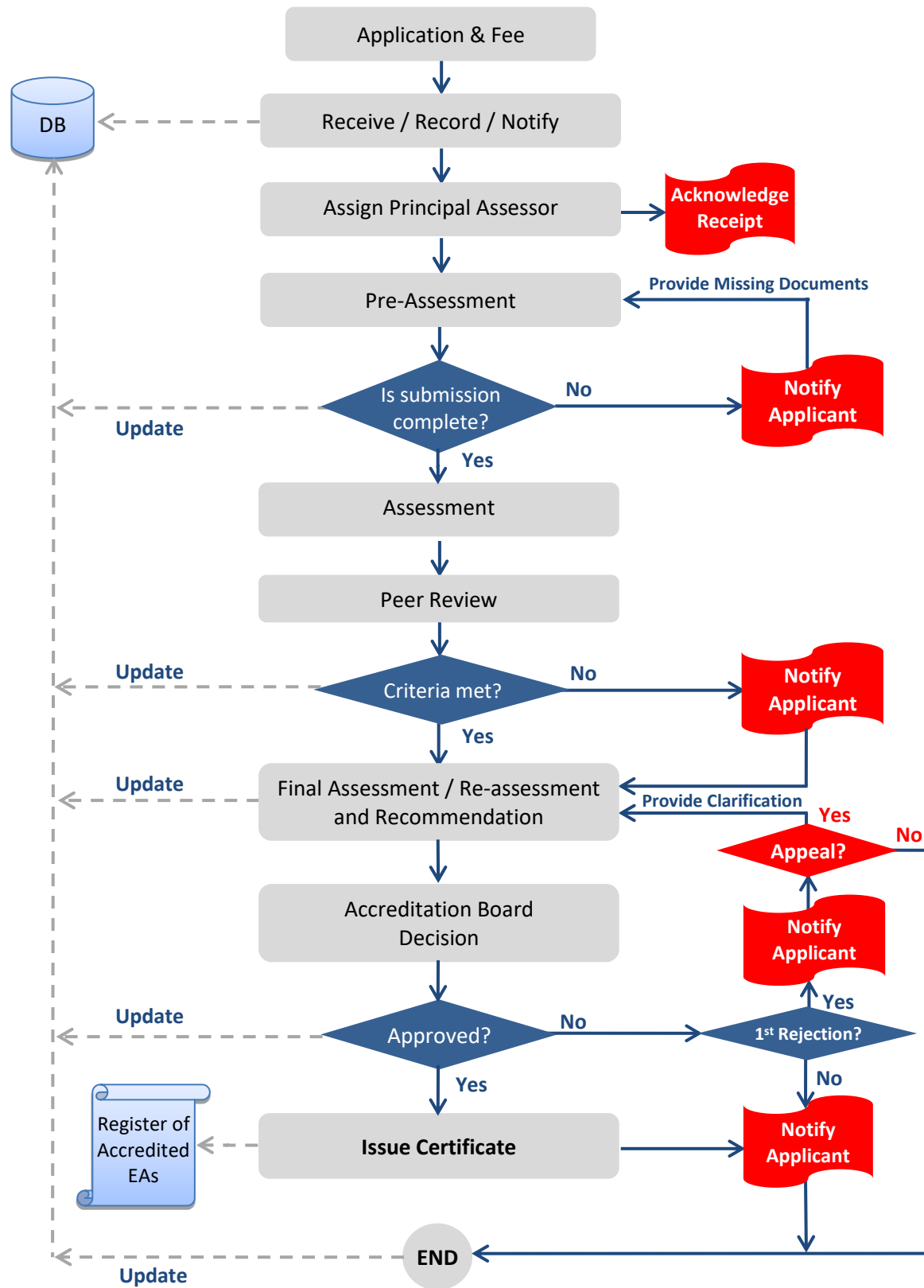
Renewal applications are the responsibility of the Accredited EA and should be made at least two months before the expiry of an existing accreditation. Renewal applications should be accompanied by the renewal fee of AED 5,000. If renewal is not completed prior to the expiry of the accreditation, the company shall be removed from the Register until further action by the company has been taken to secure accreditation.

The Accreditation Board accepts no responsibility for any expenses, loss or damage which may arise from the evaluation process, interpretations and preparation made by an applicant, including the information contained therein, or omission from the submitted documents.

All materials and information submitted with the application will be held in strict confidence and shall be used for assessment purposes only.

Any inquiry or clarification with respect to an application can be made via email to EAaccreditation@rsbdubai.gov.ae.

3.2. Accreditation Process Overview



4. Accreditation

An application shall be evaluated against the criteria as set out in Section 2.

An accreditation certificate will be issued upon successful application and the Accredited EA will be listed on the Register posted on the RSB's website. Where applicable, specialisations will be stated on the certificate and reflected in the Register.

4.1. Accreditation Validity and Renewal

Energy Audit Firm accreditation will be valid for a period of three (3) years. At least two (2) months prior to the expiration date, a renewal application must be submitted with the relevant documentation to be considered by the Accreditation Board. It is the responsibility of the Energy Audit Firm to ensure accreditation does not lapse.

4.2. Code of Practice / Conduct

Accredited EAs shall conduct their business in a professional and ethical manner according to the applicable government laws and regulations, and other requirements by the certifying bodies of their certified personnel.

During the period of accreditation, if there is no full-time certified professional (as per the requirements in section 2) employed by the company, the company will be removed from the Register until fulfilling the relevant accreditation requirements .

An accredited company shall notify the Accreditation Board within a period of one month if there are any substantial changes to the company's ownership, structure, and/or the employment status of its certified energy professionals. Failure to do so may result in the suspension of the company from the Register.

On an annual basis, the RSB will issue a data request to each Accredited EA requesting summary information on projects undertaken in the preceding year.

An Accredited EA may have the accreditation withdrawn or suspended for the following reasons:

- Written request of the Accredited EA;
- Complaint(s) lodged by client(s) for consistently delivering poor quality work;
- Malpractice and/or fraud;
- Major unreported change to the company structure and/or personnel;
- Submitted misrepresented information; or
- No full-time certified energy professional in the Company.

The Accreditation Board, at its sole discretion, may terminate or temporarily suspend any company on the Register for a period deemed appropriate. The affected company will be notified and may appeal the Accreditation Board's decision and address its concerns within 10 working days of the notification. The appeal shall not stop the implementation of the Accreditation Board's decision.

The company which has its accreditation withdrawn, terminated, suspended, or expired will be automatically removed from the Register.

4.3. Register of Energy Auditors (Register)

The Register of Accredited Energy Audit Firms will list the accredited energy auditing companies and will be made public on the RSB's website and available for use by private and public organisations selecting and engaging energy auditors.

4.4. Accreditation Board

The Accreditation Board is established by DSCE to fulfil the following requirements:

- It shall be organised in such a manner as to make it independent of EAs and to ensure that no conflicts of interest with EAs occur;
- It shall have adequate arrangements to safeguard the confidentiality of the information obtained; and
- It shall verify that assessments are carried out in an appropriate manner.

The Accreditation Board makes accreditation decisions on applications received, authorises the issuance of accreditation certificates and maintains/modifies accreditation qualification criteria, ensuring proper governance, implementation, and continuous improvement of the scheme.

4.5. Accreditation Logo

Accredited EAs should be able to benefit from identifying visually their accreditation status through the use of a logo. For that reason, the RSB issues a dedicated logo (Accreditation Logo) to be used by Accredited EAs to indicate their accreditation status.

Accredited EAs must comply with the terms and conditions issued by RSB for using Accreditation Logo. Only Accredited EAs with valid accreditation may use the Accreditation Logo.