

Regulatory and Supervisory Bureau for the Electricity and Water Sectors

Energy Audit Firm Accreditation Scheme – Version 2.3

December 2016

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	13-12-2016

Contents

1. Introduction	4
2. Accreditation Criteria.....	5
3. Application and Assessment	6
3.1. Applications.....	6
3.2. Process Overview.....	7
3.3. Accreditation.....	8
3.3.1. Accreditation Validity and Renewal.....	8
3.3.2. Code of Practice / Conduct	8
3.3.3. Register of Energy Auditors	9
Application for Accreditation of Energy Audit Firm Template	10
Declaration.....	11

1. Introduction

The Dubai Integrated Energy Strategy 2030 sets ambitious targets to improve energy efficiency by 30% in the emirate by 2030. It is supported by a demand side management (DSM) strategy which is overseen by the Dubai Supreme Council of Energy.

The DSM strategy identifies the retrofitting of existing buildings as important for its energy efficiency targets to be achieved 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 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 Energy Audit Firm Accreditation scheme for Dubai. 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 has been established. This accreditation scheme may be reviewed from time to time by the Energy Auditor Accreditation Board and revisions published on the RSB's website.

This application and accreditation process has been developed 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.

2. Accreditation Criteria

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.	<ul style="list-style-type: none"> 3 reports of audits completed within the last three years to at least ASHRAE Level 1 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. 	<ul style="list-style-type: none"> Table 2 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 the qualification of Certified Energy Auditor (CEA) or Certified Energy Manager (CEM) from the Association of Energy Engineers, ASHRAE Building Energy Assessment Professional (BEAP), or an equivalent qualification ¹ .	<ul style="list-style-type: none"> Copy of certificate(s) CV(s) Copy of valid UAE residence visa(s)
3.	Health and safety policy and safety records	<p>Applicants should provide:</p> <ul style="list-style-type: none"> Official health and Safety policy Safety certifications and supporting documents Company safety manual (if available) <p>Project safety records for each reference project (safety history, detailed safety records, incident reports (if any) and/or third party safety reports for projects</p>	<ul style="list-style-type: none"> Official company's health and safety policy Safety certifications and supporting documents Companywide and project specific wide safety manual
4.	Trade licence	A valid Dubai trade licence is required	
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.	<ul style="list-style-type: none"> Organisation chart or equivalent

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. Application and Assessment

3.1. Applications

Applications should be made electronically and emailed to EAaccreditation@rsbdubai.gov.ae

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

A full submission with all the required details identified in Table 1 must be submitted together with payment of AED 5,000 by cheque made payable to the “Regulatory and Supervisory Bureau”. Payment by account transfer is also accepted. Payment details are available from the RSB.

The application form, declaration and tables shall be duly filled, signed and stamped. Partial or incomplete submissions will not be accepted.

Renewal applications are the responsibility of the Accredited Energy Audit Firm 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 of Accredited Energy Audit Firms until further action by the company has been taken to secure accreditation.

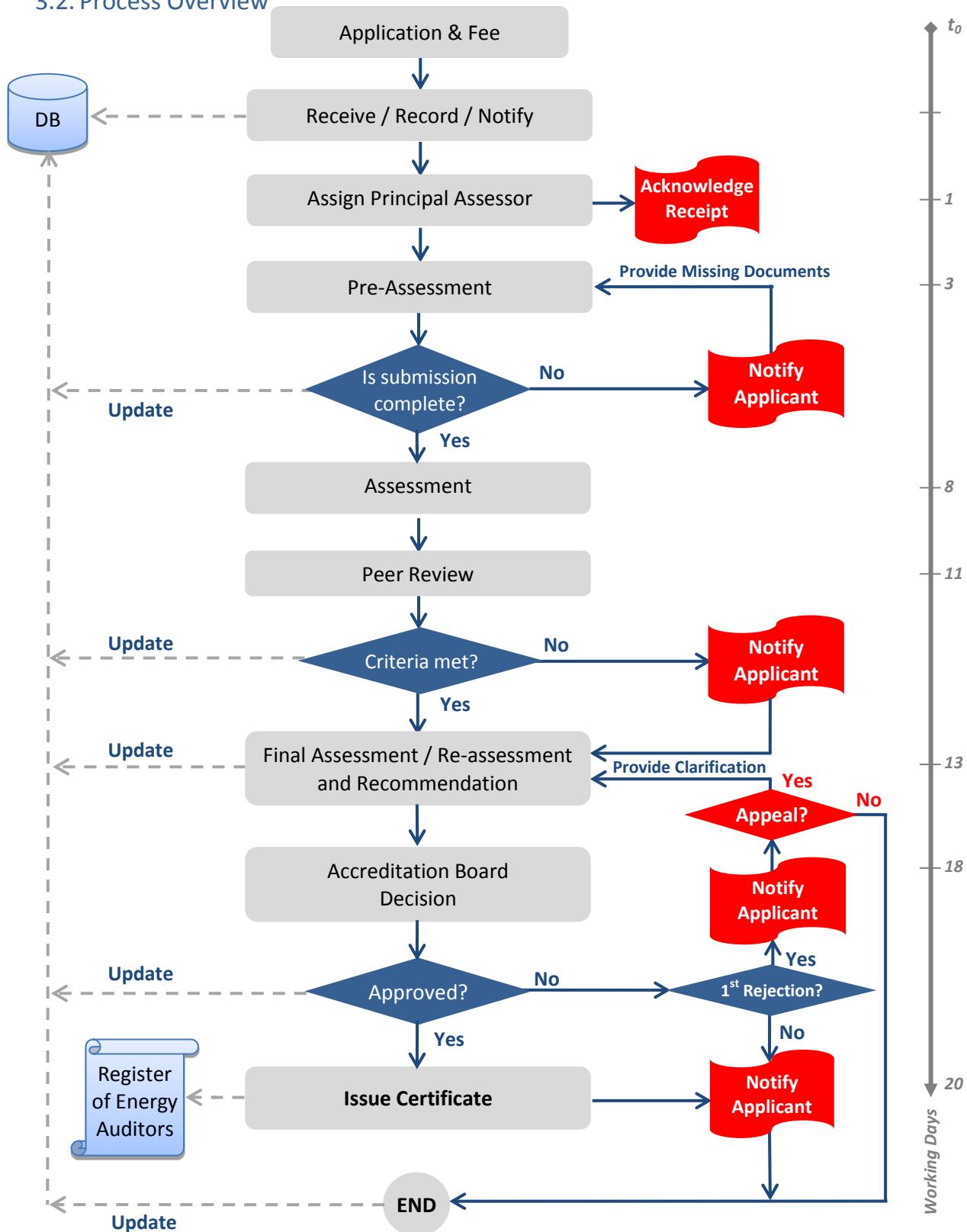
Applications will be assessed by the RSB and submitted to the Energy Auditor Accreditation Board. The Accreditation Board members are drawn from the Regulatory and Supervisory Bureau (RSB), Etihad Energy Services and the Dubai Supreme Council of Energy. The Accreditation Board makes accreditation decisions on applications received, authorises the issue of accreditation certificates and maintains/modifies accreditation qualification criteria, ensuring proper implementation and continuous improvement of the scheme.

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. Process Overview



3.3. Accreditation

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

A certificate will be issued upon successful application and the accredited Energy Audit Firm will be registered on a list of Accredited Energy Audit Firms posted on the RSB's website.

3.3.1. 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.

3.3.2. Code of Practice / Conduct

Successful applicants 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 of Accredited Energy Audit Firms until notification by the company rectifying the omission and fulfilling the requirement.

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, including the addition of such staff. Failure to do so may result in the suspension of the company from the Register of Accredited Energy Audit Firms.

An Accredited Energy Audit Firm may have the accreditation withdrawn or suspended for the following reasons:

- Failure to complete any energy audit work during the year;
- 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 remove an accredited company from the register; or temporarily suspend any member on the register for a period deemed appropriate.

3.3.3. Register of Energy Auditors

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.

Application for Accreditation of Energy Audit Firm Template

(To be printed on company letterhead along with the declaration)

Company Name:	
Purpose:	<input type="checkbox"/> New Application <input type="checkbox"/> Renewal
Trade License Number:	
Date of Incorporation:	
List of services offered:	
Business Address:	
PO Box:	
Telephone No:	
Fax No:	
Email:	
Website:	
Registered Certified Energy Professional name(s):	
Contact person name and position:	
Tel. No:	
Email:	

Declaration

1. I, the undersigned, having appropriate authority vested in me, hereby apply for the accreditation of as an Accredited Energy Audit Firm and certify that, to the best of my knowledge, the particulars given in this application and all accompanying documents/declarations are true and correct.
2. I hereby authorise the Accreditation Board or its representatives to make direct enquiries and references to any person, firm, public officer or organisation named in the application to verify the information submitted herein or relating to the competence and general reputation of my organisation.
3. I will make my representative or myself available to be interviewed as and when required by the Accreditation Board or its representatives at a time agreed by both parties with respect to my application for accreditation.
4. I agree to provide the RSB, or any party it designates, with such data and information as it considers necessary to monitor the performance of the energy audit market in Dubai.
5. I agree that in the event that my organisation is found to be in breach of any code of conduct/practice, the Accreditation Board reserves the right to either suspend or withdraw the organisation's accreditation for a period determined by the Accreditation Board and update the public register of accredited ESCOs accordingly.

Name & Signature of Authorised Person

Designation

Name & Signature of Witness

Designation

Name & Stamp of Company

Date

Table 2. Summary of Energy Auditing projects submitted to demonstrate experience

Nr.	Project title	Name of Client, Address & Contact Info	Year of completion	Summary efficiency assessment	Estimated Energy Savings Potential	Estimated Water Savings Potential	Detailed Audit Report / Attachment
Eg.	Building audit	XXX Ltd	2012	350kWh/m ²	2,000 MWh	5 MIG	Detailed audit report attached
1							
2							
3							
4							
5							