

## Regulatory and Supervisory Bureau for the Electricity and Water Sectors

ESCO Accreditation Scheme

September 2020

## Version History

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1.3	One year review	J. Grinnell	G. Sims	12-04-2015
1.4	Modified staff capabilities requirements for provisional accreditation	E. Matar	G. Sims	03-09-2015
1.5	Modified payee details & declaration form	E. Matar	G. Sims	23-06-2016
1.6	Modified health & safety requirements	Z. Al Amin	G. Sims	13-12-2016
1.7	Modified length and project references required	Z. Al Amin	G. Sims	12-06-2017
1.8	Modified health & safety requirements	Z. Al Amin	G. Sims	14-03-2018
1.9	Modified Staff requirements	Z. Al Amin	G. Sims	27-09-2018
1.10	Significant change to financial strength requirements, minor changes to other requirements.	Z. Al Amin	G. Sims	02-01-2019
1.11	Added BRT certification, removed client references, adjusted scheme reference project requirements, strengthened H&S records requirement	J. Grinnell	G. Sims	09-09-2020

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## 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.

The ESCO Accreditation scheme is an initiative of the RSB intended to encourage the development of a flourishing energy services sector.

This document sets out the requirements of the ESCO Accreditation Scheme. It establishes criteria for the assessment and accreditation of ESCOs, and it is the basis of the register of accredited ESCOs.

### 1.1. Accreditation scheme objective

This scheme 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 savings;
- Reduce transaction costs for both customers and ESCOs by identifying a qualified pool of providers; and
- Encourage the provision of increased breadth, sophistication, and quality of services for customers.

### 1.2. Non-accredited parties

The accreditation scheme is not applicable to the following parties:

- Subcontractors to ESCOs; or
- Employees (although the accreditation process considers ESCO personnel competence).

Nor does this accreditation scheme seek to set standards for design, technologies, or equipment performance.

## 2. ESCO Accreditation Criteria and Types

This scheme offers two types of accreditation:

- Full accreditation; and
- Provisional accreditation.

### 2.1. Full Accreditation

Full Accreditation is for established ESCOs which have carried out successful Energy Performance Contracting (EPC) projects and fulfil the key criteria.

Full Accreditation costs AED 15,000 in application fees and is valid for 3 years.

### 2.2. Provisional Accreditation

To encourage new entrants to the ESCO market, companies without a sufficient track record of EPC work to qualify for Full Accreditation, may apply for Provisional Accreditation.

Provisional Accreditation costs AED 5,000 in application fees and is valid for one year. The Applicant may seek renewal of provisional accreditation on a yearly basis, up to a maximum period of six years. Every other year, the ESCO is obliged to show progress in ESCO activities through audits or implementation projects. After six years of provisional accreditation, the ESCO must either apply for full accreditation or withdraw from the scheme. Full Accreditation is granted if the applicant successfully meets the Full Accreditation requirements.

## 2.3. Accreditation Requirements

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

**Table 1: Application requirements**

N r	Criteria	Full Accreditation	Provisional Accreditation
1.	<b>Experience</b> – Project references demonstrating the ESCO depth of experience and success.	<ul style="list-style-type: none"> <li>3 project references of which at least 1 should be an EPC in Dubai. References should be not older than 3 years and include details of: energy audit, project management; M&amp;V approach; baseline calculations; forecast and actual savings; and EPC type (shared or guaranteed savings);</li> <li>3 years' operating experience;</li> </ul>	Not required unless applying for renewal of Provisional Accreditation where every other year ESCO and/or audit activity, no more than 2 years old, must be demonstrated.
2.	<b>Staff capabilities</b> – that demonstrate qualifications and acceptable years of experience.	<ul style="list-style-type: none"> <li>At least 2 staff members to have an engineering degree, and two years post qualification experience.</li> <li>Staff must include a Certified Measurement and Verification Professional (CMVP) in addition to either a Certified Energy Auditor (CEA), a Certified Energy Manager (CEM) awarded by the Association of Energy Engineers or the Indian Bureau of Energy Efficiency, an ASHRAE Building Energy Assessment Professional (BEAP), an Advanced Building Retrofit Training certification from EGBC, which is no more than three years old, or equivalent.</li> <li>Certification copies, CV, and passport and residence visa copies (where they are not GCC citizens).</li> </ul>	
3.	<b>Financial strength</b> – It is important for customers to have confidence that when they enter into an agreement with an ESCO the company will continue to trade.	The last two sets of audited financial statements must be submitted. The most recent must be no more than 18 months old and show that the company is a going concern.	Requirements as per those for full accreditation. However, if the applicant is a newly-established entity without audited financial statements, then it must provide a balance sheet showing positive net assets and minimum 25% equity finance.
4.	<b>Equipment</b> – applicants must demonstrate ownership of, or access to equipment.	We expect the applicant to have access to equipment consistent with the scope of ESCO activities they intend to undertake and which is calibrated up to date. The equipment to which an ESCO would have access would normally include the following: Energy Meter; Power Transducer; Data Logger; Ultrasonic Flowmeter; Power Quality Analyser; Current / Voltage Clamp Meter; Pressure Indicator / Probe / Sensor; Temperature Indicator / Probe / Sensor; and Humidity Level Indicator / Sensor.	
5.	<b>Health and safety policy and safety records</b>	Applicants should provide: <ul style="list-style-type: none"> <li>Health and safety policy</li> <li>Company safety manual</li> <li>Recent health and safety performance reports</li> </ul>	
6.	<b>Trade Licence</b>	A valid Dubai business licence.	
7.	<b>Organisational structure</b>	The applicant must provide an organizational structure showing where key resources (from senior management to specialist qualified personal) sit within the entity in relation to the management of projects.	
8.	<b>Specialisation</b>	Applicants should set out the type(s) of work intended to be undertaken such as: HVAC; Lighting; BMS; Building Envelope; insulation; Boiler efficiency; Pumping efficiency; Power Generation; Water conservation; Other (Please specify).	

## 3. Application and Assessment

### 3.1. Applications

Applications should be made electronically and emailed to [ESCOaccreditation@rsbdubai.gov.ae](mailto:ESCOaccreditation@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 and complete submission with all the required details identified in Table 1 and with summary Table 2 and Table 3 completed must be submitted together with a cheque for AED 15,000 for full accreditation or AED 5,000 for provisional accreditation payable to “Regulatory & Supervisory Bureau”. Payment via bank transfer is also acceptable, details can be requested from the RSB.

The application form, declaration and tables shall be duly filled, signed and stamped. The Accreditation Board shall not evaluate any partial or incomplete submission.

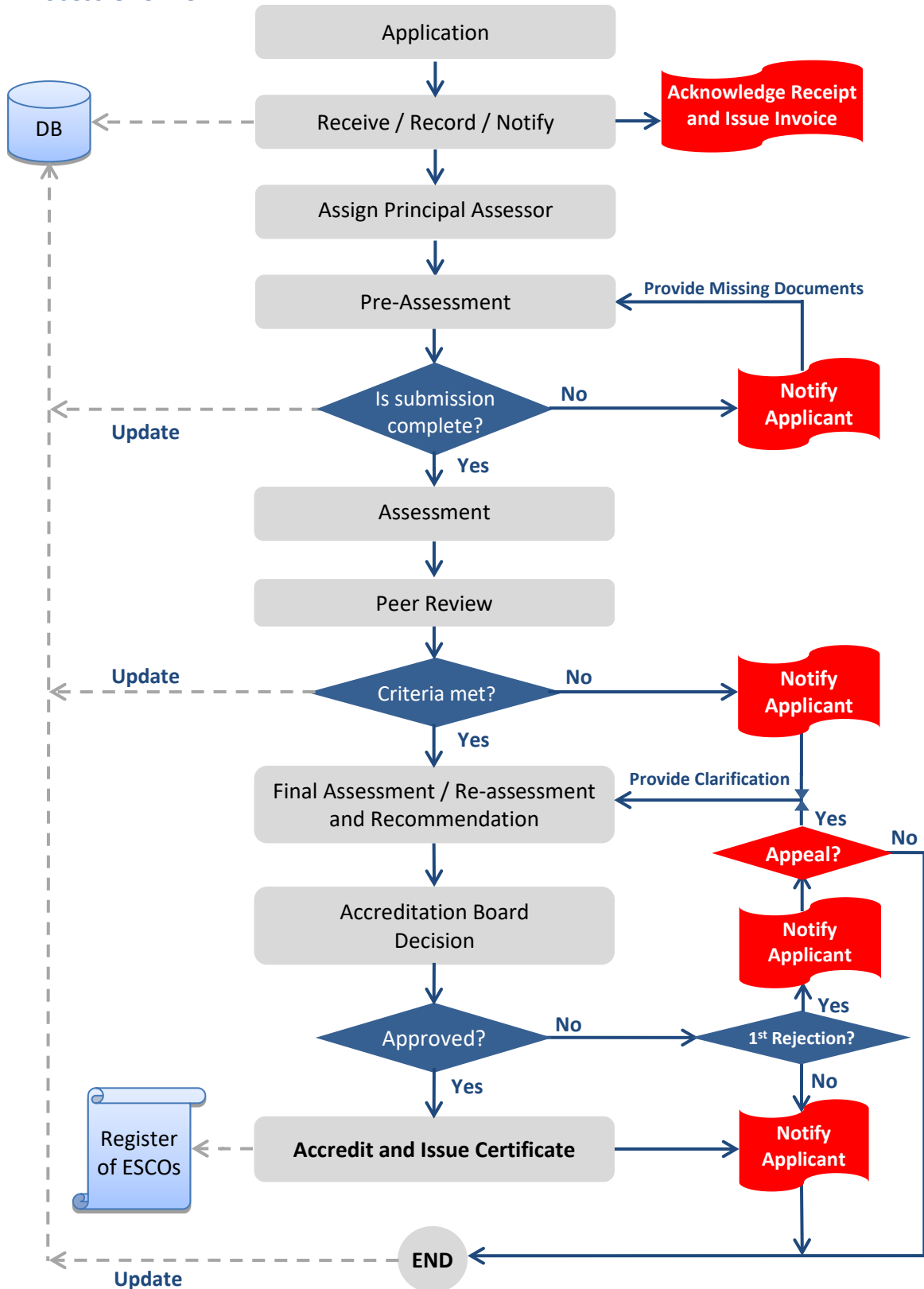
New and renewal applications are the responsibility of the accredited organisation. In any case where renewal is not completed prior to the expiry of the accredited period, the company shall be removed from the registered list until further action by the company has been taken to secure accreditation.

The Accreditation Board accepts no responsibility for any expenses, loss or damage which may arise from the evaluation process, interpretations and preparation made by the 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 [ESCOaccreditation@rsbdubai.gov.ae](mailto:ESCOaccreditation@rsbdubai.gov.ae).

### 3.2. Process Overview





### 3.3. Accreditation

An application shall be evaluated against the criteria as set out in Section 2 depending on the type of accreditation applied for.

An accreditation certificate will be issued upon successful application and the accredited ESCO will be registered on a list of accredited ESCOs posted on the RSB's website.

#### 3.3.1. Accreditation Renewal

A Provisional Accreditation and Full Accreditation award will be valid for a period of one year and three years respectively. At least two 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 ESCO to ensure accreditation does not lapse.

For every other renewal of Provisional Accreditation and for companies re-applying for accreditation after it has lapsed, the applicant must include evidence of its ESCO and/or audit activity within the past 2 years in its application together with the standard documentation identified in Table 1.

For Full Accreditation, the same project reference cannot be used for more than one application.

#### 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.

During the period of accreditation, if there are no full-time certified energy professionals employed by the company as per the scheme requirements, the company will be removed from the register of accredited ESCOs until notification by the company rectifying the omission and fulfilling the relevant full or provisional accreditation requirements.

It is the responsibility of the accredited ESCO to promptly notify the RSB of any change within the company with respect to the details and/or employment of certified energy professionals.

An accredited company may have the accreditation withdrawn or suspended for the following reasons:

- Failure to complete any EPC or energy audit work during the year;
- Complaint(s) lodged by client(s) for consistently delivering poor quality work;
- Financial insolvency;
- Malpractice and/or fraud;
- Major change to the company structure and/or personnel;
- Submitted misrepresented information; or
- No full-time CEA/CEM/CMVP in the Company as required.

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.

An accredited company should notify the Accreditation Board within a period of one month if there are any changes to the company's ownership, financial status, structure, and/or staff capabilities as required in Table 1. Failure to do so may result in the suspension of the company from the Register of accredited ESCOs.

### 3.3.3. Register of Accredited ESCOs

The Register of Accredited ESCOs will be made public and available for use by private and public organisations and agencies in selecting and engaging ESCOs to submit proposals for any energy efficiency related work or projects.

## Application for Accreditation of Energy Services Company Template

Name of ESCO:	
Purpose:	New Application / Renewal
Type:	Full / Provisional
Trade License Number:	
Date of Incorporation:	
Business Address:	
PO Box:	
Telephone No:	
Fax No:	
Email:	
Website:	
Registered Energy Professionals name(s):	
Name of contact person:	
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 Services Company 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 with such data and information as it considers necessary to administer the ESCO accreditation scheme and monitor the performance of the ESCO market in Dubai. I understand that the RSB expects that accredited ESCOs ensure their energy service agreements do not inhibit data collection and reporting to the RSB. The RSB collects data on contracts and savings by project, but only publishes aggregated and anonymised data.
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 and/or implementation projects submitted to demonstrate experience**

Nr.	Project Title	Name of Client, Address & Contact Info	Year of Completion	Project Cost (AED)	Estimated Savings	Actual Savings	Detailed Audit Report / Attachment
<b>Eg.</b>	Chiller plant retrofit	XXX Ltd	2012	AED 1,000,000	2,000 MWh	2,010 MWh	Detailed audit report attached
1							
2							
3							
4							
5							

**Table 3. Summary of Equipment and Instruments**

Nr.	Description of Equipment	Model and Brand	Type	Accuracy	Year Purchased	Expiry Date of Calibration	Calibration certificate?
<b>Eg.</b>	Ultrasonic Flowmeter/	ADM6725/ Fluxus	Portable, Clamp, On, 2 Channel	±2%	2010	2003	Y/N
1							
2							
3							
4							
5							
6							