

Regulatory and Supervisory Bureau for the Electricity and Water Sectors

ESCO Accreditation Scheme
Version 2.0

March 2024

Version History

Issue no.	Modification	Issued by	Approved by	Effective Date
1.0	1 st Issue	J. Grinnell	G. Sims	15-01-2014
1.1	Charges & Payment details added	J. Grinnell	G. Sims	05-02-2014
1.2	Modified payee details	J. Grinnell	G. Sims	24-02-2014
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
2.0	Reduced Provisional Accreditation allowance to five years, requested headcount of relevant staff, dropped the application form, dropped the payment by cheque option, added Application Fees section, added Accreditation Board section, added Accreditation Logo section, made other tweaks to enhance clarity	E. Matar M. Jamal	R. Alaileh	20-03-2024

Contents

Version History.....	2
1. Introduction	4
1.1. Accreditation Scheme Objectives	4
1.2. Non-accredited Parties	4
2. ESCO Accreditation Types and Criteria	5
2.1. Full Accreditation	5
2.2. Provisional Accreditation	5
2.3. Accreditation Requirements	6
3. Applications, Fees and Assessment	8
3.1. Applications.....	8
3.2. Application Fees.....	8
3.3. Accreditation Process Overview	9
4. Accreditation.....	10
4.1. Accreditation Renewal.....	10
4.2. Code of Practice / Conduct	10
4.3. Register of Accredited ESCOs.....	11
4.4. Accreditation Board	11
4.5. ESCO Accreditation Logo.....	11
Declaration.....	12
Tables	13

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.

The ESCO Accreditation Scheme is an initiative of the Regulatory & Supervisory Bureau for Electricity and Water Sector in Dubai (RSB) approved by Dubai Supreme Council of Energy (DSCE), and intended to promote the development of a growing energy saving services sector.

This document sets out the requirements of the ESCO Accreditation Scheme. It establishes the assessment and accreditation criteria for ESCOs, and the basis of the Register of Accredited ESCOs.

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 unsatisfactory experience when contracting for energy saving services;
- reduce transaction costs for both customers and ESCOs by identifying a qualified pool of providers and informing procurement and selection procedures; and
- encourage the provision of increased breadth, sophistication, and quality of services for customers.

1.2. Non-accredited Parties

The scheme is not applicable to the following parties:

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

Furthermore, the scheme does not set standards for design, technologies, or equipment performance.

2. ESCO Accreditation Types and Criteria

This scheme offers two types of accreditation:

- Full Accreditation; and
- Provisional Accreditation.

An Accredited ESCO is an energy services company holding a valid accreditation in accordance with the accreditation requirements set forth in this document.

2.1. Full Accreditation

Full Accreditation is for established ESCOs which have been in operation for at least three years, have carried out successful Energy Saving Performance Contracting (ESPC) projects, and have fulfilled the Full Accreditation criteria.

Full Accreditation is valid for three years.

2.2. Provisional Accreditation

Provisional Accreditation aims to encourage new entrants to the ESCO market. Companies without a sufficient track record of ESPC projects to qualify for Full Accreditation may apply for Provisional Accreditation.

Provisional Accreditation is valid for one year. The applicant may seek renewal of Provisional Accreditation on a yearly basis, up to a maximum period of five years. Every other year, the ESCO is obliged to show progress in ESCO activities through audits or implementation projects. After five years from its first Provisional Accreditation, the ESCO must either apply for Full Accreditation or withdraw from the scheme. Full Accreditation is granted subject to successfully meeting 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: Accreditation requirements

Nr	Criteria	Full Accreditation	Provisional Accreditation
1.	Experience – Project references demonstrating the ESCO’s depth of experience and success.	<ul style="list-style-type: none"> 3 project references of which at least 1 should be an ESPC in Dubai. References should be no more than 3 years old and should include details of: energy audits, project management, Measurement & Verification (M&V) approach, baseline calculations, forecast and actual savings, and ESPC type (shared or guaranteed savings). These can be demonstrated by detailed audit reports, implementation or progress reports, and M&V reports. 3 years’ operating experience. 	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.	Staff capabilities – that demonstrate qualifications and acceptable years of experience.	<ul style="list-style-type: none"> At least two staff members to have an engineering degree, and two years post qualification experience. Staff must hold, at the least, one of each of the following sets of certifications: <ol style="list-style-type: none"> a Certified Measurement and Verification Professional (CMVP by AEE), or a Performance Measurement and Verification Analyst (PMVA by EVO); and a Certified Energy Auditor (CEA) or Certified Energy Manager (CEM) awarded by AEE or BEE, a Building Energy Assessment Professional (BEAP by ASHRAE), or an Advanced Building Retrofit Training (ABRT by EmiratesGBC) which is no more than three years old. If using certifications alternative to the above, the applicant must make a detailed case for equivalency. We expect: valid certificates, CV, passport and UAE residence visa copies (visas for individuals who are not GCC citizens). 	
3.	Financial strength – It is important for customers to have assurance that when they enter into an agreement with an ESCO, it 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.	Equipment – 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 applicant must demonstrate proof of access to the calibrated equipment through purchase receipts or rental contracts, and valid calibration certificates for each of the listed equipment. 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.	Health and safety policy and records	Applicants should provide: <ul style="list-style-type: none"> health and safety policy, company health and safety manual, and health and safety performance reports, showing monthly statistics for the past three years where applicable. 	
6.	Trade Licence	A valid Dubai trade activity licence having no remarks that may restrict the applicant’s ESCO activities.	

7.	Organisational structure	The applicant must provide an organization chart showing where key resources (from senior management to specialist qualified personal) sit within the entity in relation to the management of ESCO projects, along with a headcount of the relevant staff.
8.	Specialisation	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).
9.	Application forms	In addition to documentation addressing the above requirements, the Declaration, Table 2, and Table 3 must be duly filled and submitted.

3. Applications, Fees and Assessment

3.1. Applications

Applications should be made electronically through the link:

<https://rsbdubai.gov.ae/esco-registration/>

In submitting an application, the applicant acknowledges that the sole basis of the application assessment is the submitted documentation, and not any information that may otherwise be accessible to the assessor.

The declaration and tables shall be duly filled and signed. A full and complete submission with all the required details must be submitted together with a payment of an application fee. The assessment team will not process any unpaid application, and the Accreditation Board will 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 Register of Accredited ESCOs.

Upon rejecting an application, the applicant may appeal the Accreditation Board decision and address any issue with the assessment of the application within 10 working days.

The RSB and Accreditation Board accept 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.

3.2. Application Fees

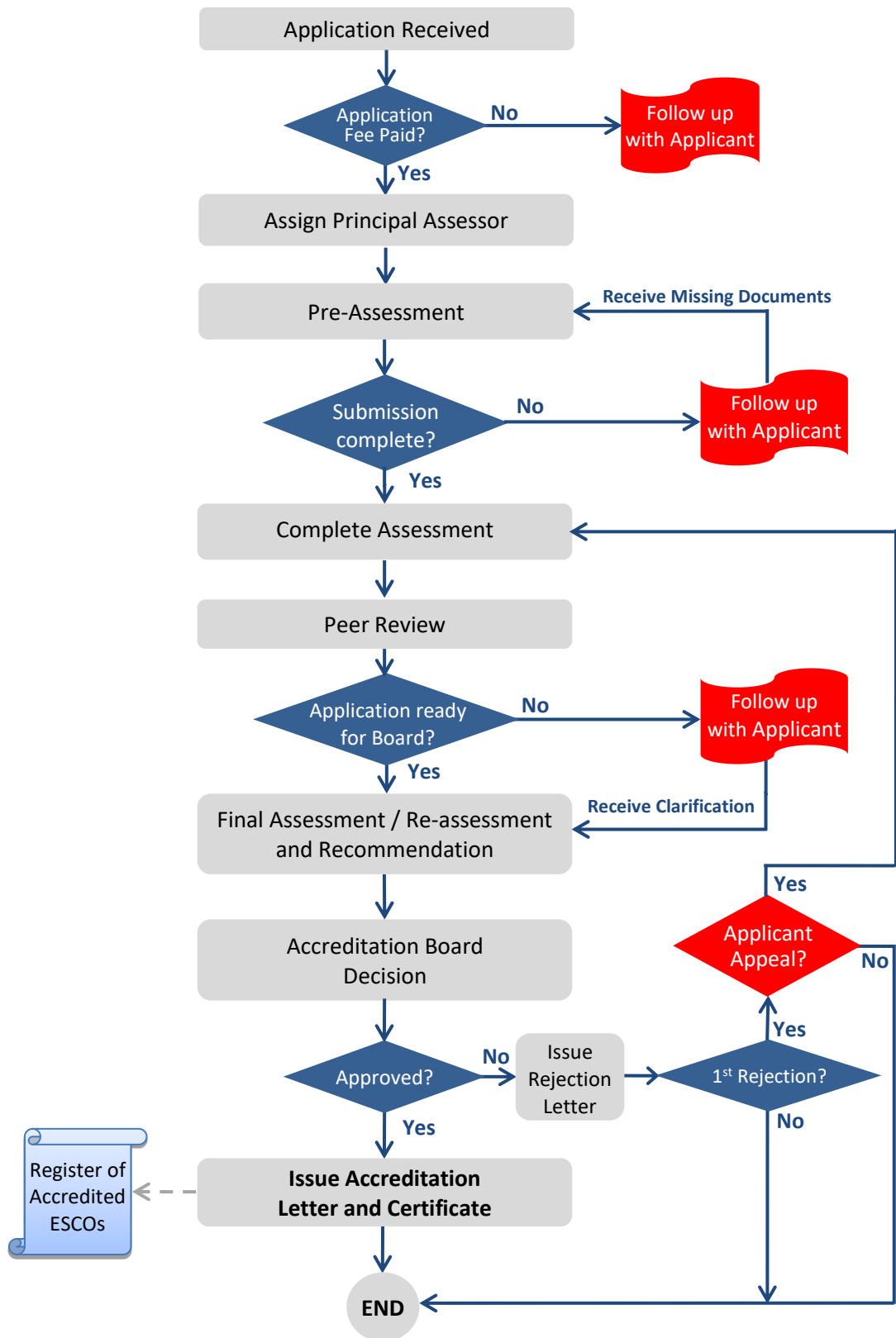
The application fee for Full Accreditation is AED 15,000.

The application fee for Provisional Accreditation is AED 5,000.

Application fees shall be paid along with the submission of new or renewal applications and are non-refundable and non-transferrable, regardless of the decision made on the application.

Payment can be made via bank transfer. Details can be requested through email at ESCOaccreditation@rsbdubai.gov.ae.

3.3. Accreditation Process Overview



4. 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 listed on the Register of Accredited ESCOs posted on the RSB's website.

4.1. 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 has to 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.

The same project reference cannot be used for more than one application.

4.2. Code of Practice / Conduct

Accredited ESCOs shall conduct their business in a professional and ethical manner according to the applicable government laws and regulations.

During the accreditation period, if no full-time certified energy professionals were employed by the Accredited ESCO as per the scheme requirements, the company accreditation will be suspended and the company will be removed from the Register of Accredited ESCOs until fulfilling the relevant accreditation requirements.

An Accredited ESCO should notify the RSB, 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 and removal from the Register of Accredited ESCOs.

An Accredited ESCO may have its accreditation withdrawn, terminated or suspended for the following reasons.:

- Written request of the Accredited ESCO;
- Failure to complete a project for reasons attributable to the company;
- Complaint(s) lodged by client(s) for consistently delivering poor quality work;
- Financial insolvency;
- Malpractice and/or fraud;
- Major change to the company's ownership, financial status, structure, and/or staff capabilities;
- No full-time certified energy professionals in the company as required;

- Submitted misrepresented or false information;
- Failure to comply with the terms and conditions of the ESCO Accreditation Logo; or
- Failure to respond to the annual data request and/or provide complete project data as requested by the RSB on an annual basis.

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 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 decision.

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

4.3. Register of Accredited ESCOs

The Register of Accredited ESCOs will list all companies actively holding Full and Provisional Accreditation, along with their contact details. The register will be made public and available for use by private and public organisations and agencies seeking to engage ESCOs for energy efficiency related work or projects.

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 ESCOs and to ensure that no conflicts of interest with ESCOs 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.

4.5. Accreditation Logo

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

Accredited ESCOs must comply with the terms and conditions issued by RSB for using Accreditation Logo.

Only Accredited ESCOs with valid accreditation may use the Accreditation Logo.

Declaration

1. I, the undersigned, having appropriate authority vested in me, hereby apply for the accreditation ofas 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.
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

Tables

Table 2. Summary of energy auditing and/or implementation projects submitted to demonstrate experience

Nr.	Project Title	Name of Client	Year of Completion	Project Cost (AED)	Energy Savings (MWh)	Cost Savings (AED)	Payback Period (years)
<i>E.g.</i>	<i>HVAC retrofit</i>	<i>ABC LLC</i>	<i>2022</i>	<i>AED1,000,000</i>	<i>450 MWh</i>	<i>AED200,000</i>	<i>5</i>
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
<i>E.g.</i>	<i>Ultrasonic Flowmeter</i>	<i>ADM6725/Fluxus</i>	<i>Portable Clamp On, 2 Channel</i>	<i>±2%</i>	<i>2020</i>	<i>2024</i>	<i>[name of attachment]</i>
1							
2							
3							
4							
5							
6							