

## **Procedures for Accreditation of Energy Auditors and Maintenance of their List under the Energy Conservation Act,2001**

A summarized and simplified version of the Bureau of Energy Efficiency (Qualifications for Accredited Energy Auditors and Maintenance of their List) Regulations, 2010, as notified on 31<sup>st</sup> March,2010 in the Gazette of India, is presented below. This summarized version includes only important provisions of the notified regulation, which are relevant at the time of making an application for accreditation and does not include any cross references to the various clauses of the notified regulation.

The objective of presenting this simplified version is to assist the energy auditors to understand effectively the accreditation procedures. However, for all practical and legal purposes, the English Version of the said notified regulation will be considered as final .In view of the above, the prospective candidates intending to apply for accreditation, are requested to go through the Bureau of Energy Efficiency (Qualifications for Accredited Energy Auditors and Maintenance of their List) Regulations, 2010, as notified on 31<sup>st</sup> March,2010 in the Gazette of India. The copy of the same is available at <http://www.bee-india.nic.in/content.php?id=15>

**1. Qualifications for accredited energy auditor.-** An energy auditor shall be qualified to become an accredited energy auditor if, he/she-

- a) is a certified energy manager and has passed the examination in “Energy Performance Assessment for Equipment and Utility Systems” conducted by the Bureau
- b) has an experience of five years in energy audit out of which at least three years’ shall be in any of the Energy Intensive Industries; and
- c) has been granted a certificate of accreditation by the Bureau

**2. Application for grant of certificate of accreditation.-** A qualified person, possessing qualifications as above, may apply for Accreditation and the application shall be made in Annexure-I ( which is Form I of the Notified Regulation) and be accompanied by-

- a) five detailed energy audit reports in any of the Energy Intensive Industries undertaken by the energy auditor in an individual capacity or as a leader or associate or active team member of the energy audit team;
- b) feed back on energy audit received from Energy Intensive Industries;
- c) fee of rupees one thousand payable by demand draft drawn in favour of the Bureau of Energy Efficiency, New Delhi

**Annexure-I**  
**(Modified version of Form I of the Notified Regulation)**  
**(Note: To be submitted by the Applicant at the time of submission of application)**  
**Application for Certificate of Accreditation**

To  
The Secretary  
Bureau of Energy Efficiency,  
4<sup>th</sup> Floor, Sewa Bhawan R.K.Puram, Sector-1,  
New Delhi-110066

Dear Madam,

I am working as energy auditor/ certified energy manager at ..... (full address of the place of work) .....and hereby apply for certificate of accreditation.

2. The self - attested photocopies of the following documents are enclosed:-
  - (a) Certificate of Certified Energy Manager;( or Certificate of Certified Energy Auditor)
  - (b) Certificate for passing the examination in Energy Performance Assessment for Equipment and Utility Systems (or Certificate of Certified Energy Auditor received after passing the above examination by the Certified Energy Manager)
  - (c) Five detailed energy audit reports of Energy Intensive Industries;
  - (d) Feedback on study reports referred to in (c) received from such energy intensive industries.
3. The details of work experience of five years are as under:-

.....  
4. I am enclosing the fee by Demand Draft No ..... dated ..... issued by Bank----- drawn in favour of "Bureau of Energy Efficiency", payable at "New Delhi" ,as application fee of rupees one thousand ( Rs.1,000/-);

5. I request that the certificate of accreditation may be issued to me.

I hereby state that information furnished above is true and correct to the best of my knowledge.

Dated this ..... day of .....20 .....

Place.....

Yours faithfully,

Signature.....  
Name.....  
Designation.....  
For and on behalf of.....

**Encl: As above**

**Note: 1.Please also submit Annexure-II along with this Annexure-I**

**2. Temporary Certificates issued by National productivity Council on behalf of BEE, as required under S.No. 2(a) and 2(b), are valid for this purpose.**

### 3. Evaluation Criteria

The Accreditation Advisory Committee constituted by the Bureau, for the purpose of grant of certificate of accreditation, shall assess the energy audit experience and competence of the energy auditor who has applied for a certificate of accreditation on the basis of an oral interview on the following criteria, namely:-

- a) evaluation of five detailed energy audit reports submitted alongwith the application;
- b) the number of and the kind of Energy Intensive Industries in which detailed energy audits have been made;
- c) association of applicant with number of and kind of experts including full time energy auditors or part time energy auditors or consultants with expertise in thermal, electrical utilities and processes and nature of such association;
- d) possession of at least four up-to-date basic instruments namely, clip-on-type, power measuring instruments, flue gas analyser, temperature and lux measuring instruments which are duly calibrated by a laboratory accredited by the National Accreditation Board for Testing and Calibration Laboratories and expertise in using such instruments for conduct of energy audit;
- e) manner of work followed in energy audit;
- f) training experience;
- g) quality of field studies including observations, probing skills, collection and generation of data, depth of technical knowledge and analytical abilities;
- h) quality of recommendations for improving energy efficiency or for conserving energy;
- i) capacity to undertake cost benefit analysis of recommended measures for improving energy efficiency or for conserving energy and preparation of action plan for implementation of recommendations for reduction of energy consumption; and
- j) quality of energy audit reports.

On the basis of assessment made, the Accreditation Advisory Committee shall make recommendation to the Bureau for accreditation of energy auditor.

**4. Certificate of accreditation:** If the recommendation made by the accreditation advisory committee is accepted by the Bureau, the name of the applicant shall be entered in the register of List of accredited energy auditors maintained and a certificate of accreditation in Form II ( as given in the Notified Regulation) shall be granted to the energy auditor on payment of annual accreditation fee of rupees one thousand payable by demand draft drawn in favour of the Bureau of Energy Efficiency, New Delhi

**5. Rejection of Application:** The Bureau may, for reasons to be recorded in writing, reject the application for accreditation made by an energy auditor and intimate the same to him within a period of one month.

**6. Validity of the Accreditation Certificate:** The certificate of accreditation shall be valid until it is cancelled under regulations.

**7. Maintenance of list of accredited energy auditors, their offices and firms.-**

(1)The Bureau shall maintain a register containing list of accredited energy auditors in Form III (Please refer the Notified Regulation).

(2) The accredited energy auditor or a firm of such accredited energy auditor shall, before opening an office in the trade name or firm name, apply to the Bureau for approval to use the trade name or the firm name and on such approval, the Bureau shall maintain the register of offices and firms of accredited energy auditors in Form IV. **(Note : A modified version of Form IV as Annexure-II, is given below which is required to be submitted by the Applicant at the time of submission of application.)**

(3) The Bureau shall cause to be published the first list of accredited energy auditors and list of offices and firms of accredited energy auditors as soon as they are finalised and thereafter these lists shall be updated and published regularly and uploaded on the Bureau's official web-site namely, [www.bee-india.nic.in](http://www.bee-india.nic.in) and energy professionals web site on [www.energymanagertraining.com](http://www.energymanagertraining.com).

(4) Every accredited energy auditor shall submit to the Bureau any change in the information given in the application for accreditation for the purpose of updating the list.

(5) A copy of the updated list of accredited energy auditors shall be sent to the designated agencies of the States and designated consumers on the first day of April every year through electronic mail.

**Annexure-II**

**(Note : To be submitted by the applicant at the time of submission of application. This is a modified version of Form IV. The original version of Form IV may please be seen in the Notified Regulation)**

**BUREAU OF ENERGY EFFICIENCY**

<b>Serial Number (to be filled by BEE)</b>		<b>As on .....(DD/MM/20YY)</b>	
<b>A.</b>			
1	Name of energy auditor		Photograph of the energy auditor
2	Father's name		
3	Date of certification as Energy Manager ( or Energy Auditor, pl specify)		
4	Date of passing the examination in "Energy Performance Assessment for Equipment and Utility Systems"		
5	Examination Registration Number of (i) Energy Manager (ii) "Energy Performance Assessment for Equipment and Utility Systems" ( In case of Certified Energy Auditor, please write CEA Registration No.)		
6	Certificate Registration Number of (i) Energy Manager (ii) "Energy Performance Assessment for Equipment and Utility Systems"	( Not to be submitted at this stage)	
7	Date of issue of accreditation certificate	( to be filled by BEE)	
<b>B. Information in respect of trade name or firms' name</b>			
8	Trade name / firms name under which energy audit is proposed to be conducted		
9	Date of accreditation as accredited energy auditor	( to be filled by BEE)	
10	Type of firm/ private/ Government / NGO etc.		

11	Name of contact person along with designation, address, telephone, mobile and fax number along with STD codes and email address ( All details compulsory)	
12	Professional postal address with Pin Code of the accredited energy auditor	
13	E-mail address	
14	Telephone numbers . with STD Code (R) (O) Mobile no:	
15	Year of establishment of the trade name / firms' name for undertaking the energy audit	
16	Year of commencement of energy audit of the firm	
17	Whether any certificate to support the excellence in the system has been obtained (ISO etc.)	
18	No. of branch offices  (List of complete addresses including heads of all branch offices with telephone, fax and email addresses)	
<b>C</b>	<b>Details of Associated Energy Experts</b>	
19	Number of resource persons available	
(I)	Number . of full-time energy auditors in position with work experience of all energy auditors associated with the firm	
20 (II)	No. of part-time energy auditors in position during the current year / previous year associated with the energy auditor / energy auditor's firms.	
21	Sectors in which the energy auditor/ energy audit firm has conducted energy audits since inception	

22	Subject wise expertise	
(a)	Energy audit process system (list sectors) - If no energy audit has been carried out of the process system and parameters, please list nil. Bureau of Energy Efficiency will be calling for detailed information in case agency has listed its energy audit expertise in the process systems	
(b)	Energy audit thermal utility system (list sectors)	
(c)	Energy audit electrical utility system (list sectors)	
23	Instruments available	
	(a) Electrical (list the name of the instruments)	
	(b) Thermal (list the name of the instruments)	
24	Details of training programme/ seminars/ workshops conducted during the last 3 years in the field of energy efficiency / energy audit	
(i)		
(ii)		
(iii)		

<b>D</b>	<b>Remarks( if any)</b>

I hereby state that information furnished above is true and correct to the best of my knowledge.

Place.....

Date:.....

Signature:

Name.....

Designation.....

For and on behalf of.....

(Note: Responsibility of the authenticity of the above information rests with the concerned energy auditor/energy auditing agency.)

**8. Removal and restoration of names in the register of list of accredited energy auditors and Cancellation of certificate of accreditation** – For details, please see the Notified Regulation.

**9. Information relating to accredited energy auditors.-**

(1) The Bureau may call upon accredited energy auditors to furnish–

- a) information relating to sector-wise details of energy audit conducted, and the energy saving potential identified and achieved; and
- b) such additional information as it considers necessary.

(2) The Bureau may make available the information received by it to the general public through its web site or through any of its publication.

**10. The accreditation process is proposed to be completed twice in a year. All complete applications received between 15<sup>th</sup> August to 14<sup>th</sup> February, will be taken up for consideration after 15<sup>th</sup> February and applications received between 15<sup>th</sup> February to 14<sup>th</sup> August, will be taken up for consideration after 15<sup>th</sup> August every year.**

For any clarification, please send your query at [ndhingra@beenet.in](mailto:ndhingra@beenet.in)