

11 April 2019

WHAT

IPART has standardised the submission of Detailed Scope of Works (**DSWs**) under the Energy Savings Scheme (**ESS**) for energy savings certificates (**ESCs**) audits by releasing its *DSW Submission Form* and the associated *List of Sites*.

WHY

The *DSW Submission Form* standardises the audit checks undertaken for ESC creation audits and aims to

- ▼ improve effectiveness and efficiency
- ▼ improve consistency
- ▼ clarify our expectations of how auditors should perform audit checks against certain requirements.

The *List of Sites* sets out what information needs to be provided for each project implementation.

WHO

The *DSW Submission Form* and the associated *List of Sites* should be used by all accredited certificate providers (**ACPs**) and members of the Audit Services Panel (**Auditors**).

HOW

We consulted with stakeholders by releasing a draft version of the *DSW Submission Form* and *List of Sites* for

comment before releasing the final documents.

We received five submissions. Stakeholders generally supported the approach.

We considered all stakeholder feedback before finalising the *DSW Submission Form* and *List of Sites*. We made changes including clarifying instructions, removing ambiguity, and improving user-friendliness.

WHEN

The *DSW Submission Form* and *List of Sites* are **effective immediately**.

WHERE

The documents are available on the ESS website at:

www.ess.nsw.gov.au/Audits_and_Compliance/Audit_scopes

WHAT NEXT

We have included further guidelines on how to determine sample sizes for ESC creation audits in the *List of Sites* (Appendix A). These are largely reflective of our current practice.

We are currently seeking feedback on these proposed guidelines and would appreciate your views by **26 April 2019**.

Please email your feedback to ess@ipart.nsw.gov.au.

The sampling design guidance will be put into effect on **6 May 2019**.

Appendix A

Sampling Guidelines

Some audits include large amounts of information. To account for the large volume of information an auditor needs to consider, we use a 3 tiered sampling approach. The DSW Submission Form sets out which audit checks should occur at certain tiers.

1. Selecting audit sample sizes

Table 1 sets out our typical approach and expectations for calculating sample sizes for ESC creation audits. In some instances we may deviate from this approach as we make compliance decisions on a case-by-case basis to ensure we appropriately manage the risk of improper ESC creation.

Tier 2 samples must be a subset of Tier 1, i.e. only sites included in the Tier 1 sample can become Tier 2 sites, and Tier 3 sites must be a subset of Tier 2.

To calculate sample sizes, a convenient online calculator can be found at <http://www.raosoft.com/samplesize.html>

Table 1 Levels of auditing activity and sampling requirements

Tier	Audit Activity	Confidence interval and level	Response Distribution	Population	Number of sampled sites	Additional information
1	Desktop Review to ensure significant documentation is available, complete and correct	95 ± 5%	50%	Entire population (n)	Calculated result = Final number	none
2	Detailed review to validate all records supporting ESC creation	90 ± 10%	50%	Entire population (n)	Calculated result = Final number	none
Subset of Tier 2 ^a	Phone interviews/ email contacts to validate the presented evidence	90 ± 10%	50%	Entire population (n)	30% of the calculated result rounded up to the nearest full number = Final number	We may require a different proportion or number in accordance with our compliance procedures
3	Site visits ^b to 'ground truth' the evidence provided	0.6√n	n/a	Entire population (n)	Calculated result = Final number	none

^a Refer to section 2 for further information

^b The Climate Registry, General Verification Protocol version 2.0 June 2010, Determining Minimum Number of Facilities to Visit - Method A: Based on Number of Non-Commercial Facilities and Risk Assessment Findings <http://www.theclimateregistry.org/resources/verification/general-verification-protocol/>

2. Audits including a tiered review and purchaser checks

For audits under the Commercial Lighting Energy Savings Formula method (**Commercial Lighting**) and the Home Energy Efficiency Retrofit (**HEER**), we require purchaser checks. These checks must be performed on a reasonable sample of implementations within the Tier 2 sample.

Table 1 sets out how to calculate the number of purchaser checks. In addition, the auditor must include at least one Implementation undertaken by each installer, lighting supplier or contractor (but may require more Implementations, for example if a single contractor has undertaken a large portion of Implementations covered by the audit).