
DRAFT REGULATIONS

Qualifications, criteria and conditions subject to which a person may be accredited as an energy auditor and the procedure for such accreditation and Maintenance of their list

In exercise of the powers conferred by clause (l) and (s) of Section 10 and Section 21(1) of the National Energy Efficiency and Conservation Act, 2016 (XXX of 2016), the Federal Government, in consultation with the National Energy Efficiency and Conservation Authority, hereby make the following regulations, namely:

1. Short title and commencement. –

(1) These regulations may be called the National Energy Efficiency and Conservation Authority (*the qualifications, criteria and conditions subject to which a person may be accredited as an energy auditor and the procedure for such accreditation and Maintenance of their list*) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions

(1) In these regulations, unless the context otherwise requires; -

(a) “Act” means the National Energy Efficiency and Conservation Act, 2016 (XXX of 2016)

(b) “Accreditation Advisory Committee” means a committee constituted by the Authority under regulation 5

(c) “Energy auditor” means a person who has been issued a certificate as certified energy auditor under regulation (8) of the National Energy Efficiency and Conservation Authority (Certification Procedures for Energy Auditors and Energy Managers) Regulations 2018

(d) “Sectors of Economy” include but not limited to power sector, industrial sector, transport sector, agriculture and livestock sector and the building sector as defined in clause (xxx) of Section 2 of the Act

(e) "Form" means a form appended to these regulations;

(2) Words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Qualifications, criteria and conditions for accreditation of energy auditor. –

(1) *an energy auditor shall be qualified to become an accredited energy auditor if, he/she has-*

(a) *valid certificate for energy auditor under regulation 8 the National Energy Efficiency and Conservation Authority (Certification Procedures for Energy Auditors and Energy managers) Regulations 2018*

(b) *experience of three years in the field of energy audit in any Sectors of Economy and out of which at least three years shall be in the large energy consuming enterprises.*

(c) *undertaken and completed at least four detailed energy audit reports in any of the sectors referred to in clause (b) above in an individual capacity or as a leader or associate or active team member of the energy audit team;*

(d) *undertaken and completed the energy audit and report referred to in clause (c) submitted as per the National Energy Efficiency and Conservation Authority (Manner and Intervals of Time for Conduct of Energy Audit) Regulation, 2018; and*

(e) *been granted a certificate of accreditation by the Authority under regulation 6.*

(2) For the purpose of constituting capable energy audit team, the applicant shall have an association, through legally binding arrangements, of at least two experts including full time energy auditors or part time energy auditors or consultants, with expertise in thermal, electrical utilities, processes, commercial buildings and establishments of the *Sectors of Economy*, to enhance his technical knowledge, and strengthen his energy audit skills and capabilities for undertaking energy audit in compliance with the direction of Federal Government under clause (i) of section 10 of the Act regarding the plants of Designated Consumer of the various sectors or Designated Consumers in the commercial buildings or establishments in compliance with

the direction of Federal Government under clause(s) of section 10 of the Act in accordance with the National Energy Efficiency and Conservation Authority (Manner and Intervals of Time for Conduct of Energy Audit) Regulation, 2018 or the regulations framed under the said clause (s) of section 10, as the case may be,

(3) The applicant shall have –

- (a) expertise in using various instruments for conduct of energy audit including sector specific instruments;
- (b) possession of at least four up-to-date basic instruments namely, clip-on-type power measuring instruments, flue gas analyser, temperatures and lux measuring instruments which are duly calibrated by a **reputed** laboratory or shall have to submit a legally binding arrangement with the suppliers of such instruments in case the applicant is not in possession of the instruments referred to above.

4. Procedure for grant of certificate of accreditation

- (1) The Authority may, for the purpose of accreditation of energy auditors possessing qualifications specified in clauses (a) and (b) of regulation 3, call for applications from qualified persons.
- (2) The application referred to in sub-regulation (1) shall be made in **Form I** and be accompanied by-
 - (a) Four detailed energy audit reports in any of the sectors referred to in clause (b), sub-regulation (1) of regulation 3 in an individual capacity or as a leader or associate or active team member of the energy audit team;
 - (b) “the feedback on 5 energy audit reports submitted to the Authority, referred to in clause (a), shall be from the respective clients, whose energy audits were conducted”
 - (c) an undertaking that the applicant is in possession of basic instruments referred to in clause (b) of sub-regulation (3) of regulation 3 or a certificate from the supplier of such instruments;
 - (d) a certificate from the company or firm having such instruments that the applicant has entered into legally valid arrangements for their use as and when such instruments are required by the applicant for undertaking energy audit of his client in case the applicant does not possess the basic instruments of energy audits, referred to in clause (c),

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- (e) Certificate(s) of experience of minimum of 3 years in the field of energy audit, out of which at least three years shall be in the large energy consuming enterprises and details of experience in different organizations, shall be fully supported by separate certificate on the letterhead of such organization;
 - (f) a letter from the organization, on their letter head whose name is used by him for doing the business of energy audit.
 - (g) application fee of rupees one thousand payable by demand draft drawn in favor of the National Energy Efficiency and Conservation Authority, Islamabad or by any electronic mode of payment.

5. Constitution of Accreditation Advisory Committee

- (1) The Authority may, for the purpose of grant of certificate of accreditation, constitute an Accreditation Advisory Committee.
- (2) The Accreditation Advisory Committee shall consist of a Chairperson and no more than three members to be nominated by the Authority.
- (3) The Accreditation Advisory Committee shall assess the energy audit experience and competence of the energy auditor who has applied for a certificate of accreditation under regulation 4 on the basis of an oral interview on the following criteria, namely: -
 - (a) Evaluation of four detailed energy audit reports submitted along with the application;
 - (b) The number of and the kind of enterprises 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 reputed laboratory 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;

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- (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.
- (4) On the basis of assessment made under sub-regulation (3), the Accreditation Advisory Committee shall make recommendation to the Authority for accreditation of energy auditor.

6. Certificate of accreditation

- (1) If the recommendation made by the accreditation advisory committee under sub-regulation (4) of regulation 5 is accepted by the Authority, the name of the applicant shall be entered in the register of List of accredited energy auditors maintained under regulation 7 and a certificate of accreditation in **Form II** shall be granted to the an applicant on payment of annual accreditation fee of Rupees One thousand payable by demand draft drawn in favour of the National Energy Efficiency and Conservation Authority, Islamabad , or by any electronic mode of payment.
- (2) The Authority 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.
- (3) The certificate of accreditation shall be valid until it is cancelled under regulation 9.

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

- (1) The Authority shall maintain a register containing list of accredited energy auditors in **Form III**.
- (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 Authority for approval to use the trade name or the firm name and on such approval, the Authority shall maintain the register of offices and firms of accredited energy auditors in **Form IV**.

- (3) The Authority 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 finalized and thereafter these lists shall be updated and published regularly and uploaded on the Authority's official website namely, www.neeca.gov.pk.
- (4) Every accredited energy auditor shall submit to the Authority within 90 days 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 agencies of the Province and designated consumers on the first day of April every year through electronic mail and will also be uploaded on the authority's official website www.enercon.gov.pk.

8. Removal and restoration of names in the register of list of accredited energy auditors

- (1) The Authority may remove the name of the accredited energy auditor from the register of list of energy auditors on the following grounds, namely: -
 - (a) The Authority, after giving an opportunity of hearing to the person concerned, is satisfied that such certificate of accreditation has been granted on the basis of incorrect, misleading or false information;
 - (b) On the person ceasing to be an energy auditor or on his failure to undertake energy audit of an enterprise in accordance with the National Energy Efficiency and Conservation Authority (Manner and Intervals of Time for Conduct of Energy Audit) Regulation, 2018
 - (c) If the person is guilty of professional misconduct or fraud;
 - (d) If the person has failed to pay annual accreditation fee of rupees one thousand positively;
 - (e) If the person has requested to remove his name from the list of accredited energy auditors.
 - (f) "If the person has not undertaken at least one energy audit in the last 3 years from the date of issue of Accreditation Certificate"
- (2) where the name of the accredited energy auditor is removed on the grounds specified in clause (b) or clause (d) of sub-regulation (1), his name in the register shall be restored on an application made by him after restarting the

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- work of energy audit or on payment of annual accreditation fee, as the case may be.
- (3) where the name of the accredited energy auditor is removed on the grounds specified in clause (e) of sub-regulation (1), his name shall not be restored in the accreditation process.
 - (4) where the name of the accredited energy auditor is proposed to be removed on the grounds specified in clause (a) or clause (c) of sub-regulation (1), the accreditation of the accredited energy auditor shall be placed under suspension immediately on the happening of events specified in such clauses until inquiry is completed and in the event, the allegation leveled against the accredited energy auditor is conclusively proved in the inquiry, the accreditation of the accredited energy auditor shall be cancelled and his name shall be removed from the Register containing the list of accredited energy auditor with the approval of the competent authority.
 - (5) where the name of accredited energy auditor has been removed under clause (4), the trade name as well as firm's name shall also be removed from the list of offices and firms.
 - (6) where the firm referred to in sub-regulation (2) of regulation 7 has on its strength more than one accredited energy auditor, every such person at the time of happening of the event specified in clause (a) or clause (c) of the aforesaid regulation shall be held responsible for furnishing of incorrect, misleading or false information or guilty of professional misconduct or fraud if such person was responsible for the conduct of the business of that firm as well as the firm shall also be deemed to have acted for commissioning of the aforesaid irregularity or misconduct:
 - (7) Provided that nothing contained in this sub-regulation shall render the person responsible, if he proves that contravention of the aforesaid provision was committed without his knowledge or that he exercised due diligence to prevent the contravention of the aforesaid provisions.
 - (8) Where the accreditation of the accredited energy auditor is cancelled and his name is removed on the grounds specified in clause (a) or clause (c) of sub-regulation (1), no restoration of name in the register shall be made by the Authority

9. Cancellation of certificate of accreditation

- (1) On removal of the name from the register under regulation 8, the Authority may cancel the certificate of accreditation granted under regulation 6.
- (2) Before issuing an order of cancellation of accreditation, the Authority shall give an opportunity of hearing to the energy auditor holding such certificate.
- (3) Where the certificate of accreditation is cancelled, the Authority shall communicate its order to the holder or such certificate and the concerned designated consumer and shall also publish the same and uploaded necessary changes on its official website.

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- (4) The certificate of accreditation shall stand cancelled with effect from the date of publication of the order of cancellation.
 - (5) On cancellation of certificate of accreditation, the holder of such certificate shall surrender the same to the Authority within fifteen days.

10. Issue of duplicate certificate

- (1) Where an accredited energy auditor has lost the certificate of accreditation, the Authority may, on an application made in this behalf, duly accompanied by a copy of first information report lodged with the concerned police station, issue a duplicate certificate on payment of a fee of Rupees five hundred by demand draft drawn in favor of the National Energy Efficiency and Conservation Authority, Islamabad or by any electronic mode of payment.
- (2) Where the certificate issued by the Authority is damaged, the Authority may on an application made in this behalf and on surrendering of the damaged certificate, issue a duplicate certificate on receipt of a fee of Rupees five hundred by way of demand draft drawn/ payment made through online gateway in favor of National Energy Efficiency and Conservation Authority, Islamabad or by any electronic mode of payment.

11. Information relating to accredited energy auditors

- (1) The Authority 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 Authority may make available the information received by it under sub-regulation(1)
 - (a) to the general public through its website or through any of its publication.

Form – I

[See regulation 4 (2)]

Application for Certificate of Accreditation

To
The Secretary
The National Energy Efficiency and Conservation Authority
Islamabad.

Dear Sir,

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

2. The self – attested photo-copies of the following documents are enclosed:

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- (a) Valid certificate of Certified Energy Auditor;
- (b) Certificate(s) of experience of five years in the field of energy audit in any Sectors of Economy and out of which at least three years are in the large energy consuming enterprises Details of experience in different organizations are duly supported by certificates on the letter head of the client organization in which the energy audit was conducted.
- (c) five detailed energy audit reports carried out by me after I have become certified energy auditor and such reports mentions my name as either in an individual capacity or as a leader or associate or active team member of the energy audit team
- (d) The energy audit reports are in compliance as per the National Energy Efficiency and Conservation Authority (Manner and Intervals of Time for Conduct of Energy Audit) Regulation, 2018;
- (e) feedback on audit reports referred to in (c) above is from such clients, whose energy audit was conducted by me;
- (f) a list of at least four up-to-date basic instruments, possessed by me, namely, clip-on-type, power measuring instruments, flue gas analyzer, temperature and lux measuring instruments, duly calibrated by a reputed laboratory.

OR

Climate Technology Centre and Network

UN City, Marmorvej 51, 2100 Copenhagen, Denmark

Email: ctcn@unep.org Web : <http://www.ctc-n.org>

- (g) a certificate from the company or firm having such instruments that the applicant has entered into legal valid arrangements for their use as and when such instruments are required by the applicant for undertaking energy audit of his client;
 - (h) letter from the organization, whose name is given as Firms' name, under which energy audit as proposed will be conducted.'
3. The duly filled in Form-III and Form-IV as it is applicable are also enclosed
4. I am enclosing /have paid the following fees by demand draft No..... dated drawn in favour of the National Energy Efficiency and Conservation Authority, Islamabad or by any electronic mode of payment
- (i) application fee of rupees on thousand; and
 - (ii) annual accreditation fee of rupees one thousand on refundable basis if not accredited.
5. I hereby state that the information furnished above is true and correct to the best of my knowledge.

Dated this.....day of20..... Place.....

Place:

Yours faithfully,

Signature.....

Name.....

Designation.....

Contact Number.....

Email.....

Form II**[See regulation 6(1)
National Energy Efficiency and Conservation Authority****CERTIFICATE OF ACCREDITATION**

This is to certify that Mr./Ms./M/s..... having his /her/its registered office at has been given accreditation as accredited as accredited energy auditor. The certificate shall be effective from day of20.

The certificate is subject to the provisions of the National Energy Efficiency and Conservation Authority (the Qualifications, criteria and conditions subject to which a person may be accredited as an energy auditor and the procedure for such accreditation and maintenance of their List) Regulations, 2018

This certificate shall be valid until it is cancelled under regulation 9 of the National Energy Efficiency and Conservation Authority (the Qualifications, criteria and conditions subject to which a person may be accredited as an energy auditor and the procedure for such accreditation and maintenance of their List) Regulations, 2018

On cancellation, the certificate of accreditation shall be surrendered to the Authority within fifteen days from the date of receipt of order of cancelation.

Your name has been entered at Sr. No. in the register of list of accredited energy auditors. Your name shall be liable to be struck out on the grounds specified in regulation 8 of the National Energy Efficiency and Conservation Authority (the Qualifications, criteria and conditions subject to which a person may be accredited as an energy auditor and the procedure for such accreditation and maintenance of their List) Regulations, 2018.

The annual accreditation fee of rupees one thousand has been received for the current year 2018-19. Or

The annual accreditation fee of rupees one thousand has not been received and may be paid immediately by demand draft drawn in favour of the National Energy Efficiency and Conservation Authority or by any acceptable mode of electronic payment.

Given under the seal of the National Energy Efficiency and Conservation Authority, Ministry of Energy (power Division), this.....day of, 20...

Signature and seal
Secretary, National Energy Efficiency and Conservation Authority

Date:
Islamabad

FORM III
[See regulation 7(1)]
National Energy Efficiency and Conservation Authority
Register containing List of Accredited Energy Auditors

(to be submitted by the applicant at the time of submission of application in hard and soft copy to Authority)

Serial Number (DD/MM/20YY)		As on	
A. Accreditation formation in respect of accredited energy auditor			
1	Name of accredited energy auditor		Photograph of Energy Auditor
2	Father's name		
3	Date of certification as Energy Auditor		
4	Examination Registration Number of (i) Energy Auditor (ii) Energy Manager up-gradation to Energy Auditor		
5	Certificate Registration Number of (i) Energy Auditor (ii) Energy Manager up-gradation to Energy Auditor		
6	Date of issue of accreditation certificate (To be filled by Authority)		
7	Professional postal address with Pin Codes of the accredited energy auditor		
8	E-mail address		

Climate Technology Centre and Network

UN City, Marmorvej 51, 2100 Copenhagen, Denmark

 Email: ctcn@unep.org Web : <http://www.ctc-n.org>

9	Telephone numbers with STD Code (R) (O) Mobile no.		
10	Remarks		

FORM IV

[See regulation 7(2)]
National Energy Efficiency and Conservation Authority
Register containing List of Accredited Energy Auditors

Serial Number (DD/MM/20YY)	As on
A.	
1	Name of accredited energy auditor
2	Father's name
3	Date of certification as Energy Auditor
4	Examination Registration Number of (i) Energy Auditor (ii) Energy Manager up-gradation to Energy Auditor
5	Certificate Registration Number of (i) Energy Auditor (ii) Energy Manager up-gradation to Energy Auditor
6	Date of issue of accreditation certificate
B	Information in respect of trade name or firm's name
8	Trade name / firms name under which energy audit is proposed to be conducted.
9	Date of accreditation as accredited energy auditor
10	Type of firm/ private! Government I NGO etc.
11	Name of contact person along with designation, address, telephone, mobile and fax

	number along with STD codes and email address	
12	Professional postal address with Pin Code of the accredited energy auditor	
13	Telephone numbers. with STD Code (R) (O) Mobile no:	
14	Year of establishment of the trade name firms' name for undertaking the energy audit	
15	Year of commencement of energy audit of the firm	
16	Whether any certificate to support the excellence in the system has been obtained (ISO etc.)	
17	No. of branch offices (List of complete addresses including heads of all branch offices with telephone, fax and email addresses)	
C	Details of Associate Energy Experts	
18	Number of resource persons Available Number of full-time energy auditors in position with work experience of all energy auditors associated with the firm	
19	No. of part-time energy auditors in position during the current year / previous year associated with the accredited energy auditor /accredited energy auditor's firms.	
20	Sectors in which the accredited energy auditor/ accredited energy audit firm has conducted energy audits since inception	
21	Sectorwise Expertise	
a	Energy audit of process system (list sectors) - If no energy audit	

	has been carried out of the process system and parameters, please list nil. National Energy Efficiency and Conservation Authority will be calling for detailed information in case agency has listed its energy audit expertise in the process systems	
b	Energy audit of thermal utility system (list sectors)	
c	Energy audit of electrical utility system (list sectors)	
22	Instruments available	
a	Electrical (list the name of the instruments)	
b	Thermal (list the name of the instruments)	
23	Details of training programme/ seminars/ workshops conducted during the last 3 years in the field of energy efficiency / energy audit	
24	Remarks (if any)	

Note: Responsibility of the authenticity of the above information rests with the concerned energy auditing agency.