

April 2025

Service provider list

Energy auditing

Guidelines



Objectives

An energy audit undertaken to the appropriate standard is a key link in the energy management process; it ensures cost-effective energy saving opportunities can be identified and quantified thus providing the basis for a comprehensive implementation plan.

Energy audits are an integral part of the energy management process as specified in ISO50001:2018, Energy management systems – Requirements with guidance for use. They determine how efficiently energy is being consumed, identify energy and cost saving opportunities, and highlight potential improvements in systems and processes.

The Australasian Energy Audit Standard, AS/NZS 3598:2014 is published in 3 parts including:

- Part 1: Commercial buildings
- Part 2: Industrial and related activities
- Part 3: Transport and related activities

The objective of the Programme is to identify and drive the implementation of energy saving initiatives by providing assistance to increase the demand for persons accredited by the Energy Management Association of New Zealand to:

1. Undertake the following types of energy audits in the Customer's facilities in accordance with the requirements set out in the Australasian Energy Audit Standard, AS/NZS 3598:2014 Parts 1 & 2:
 - 1.1. Type 1: Basic energy audit
 - 1.2. Type 2: Detailed energy audit
 - 1.3. Type 3: Precision subsystem audit

Role of registered service provider

1. **Assessing** the viability of a Customer site for an Energy Audit Project by conducting an Energy Performance Assessment, which includes:
 - 1.1. Assessment of energy use and target processes to ensure the business operations are of a type and sufficient scale to warrant an Energy Audit project.
 - 1.2. evaluating potential savings and feasibility, including viability in terms of payback period for the Project as a whole; and
 - 1.3. if the proposed Energy Audit Project relates to a Commercial Office Building, procuring that the Customer undertake (and assisting the Customer where applicable) a NABERSNZ™ Self-Assessment.
2. **Providing Cost Quotations** to the Customers which include:
 - 2.1. A list of the Energy Audit Project Milestones (actions/deliverables to be achieved) including:
 - 2.1.1. Ongoing measurement and verification of energy savings.
 - 2.1.2. If the Project is for a Commercial Office Building, the NABERSNZ™ Certified Rating.
 - 2.2. The expected timeframe for achieving each Milestone.
 - 2.3. The anticipated costs of:
 - 2.3.1. the equipment and materials, if any, to be supplied by the Service Provider (including all details of Service Provider margins if requested).
 - 2.3.2. labour for conducting Energy Audit Project and each of the Energy Audit Project Milestones (including a break-down by hours and hourly rates).
 - 2.3.3. Any other Services (if relevant) for the Energy Audit Project
3. **Agreeing and warranting** that:
 - 3.1. The price for each product and service covered by the Cost Quotation will be the lesser of:
 - 3.1.1. Its standard retail price

- 3.1.2. The best price then offered by the Registered Service Provider to any other Customer for each such product and service.
- 3.1.3. The best price reasonably available in the market for each such product and service
- 3.2. Its personnel (including subcontractors) are suitably qualified and experienced in Energy Audit Project work.
- 4. **Ensuring** at least one person in the registered Service Provider's organisation is an Accredited Energy Auditor, such as those accredited by Carbon & Energy Professionals (CEP)

Services Undertaken by Registered Service Providers

The Service Provider will:

1. **Sign an agreement with the Customer** to implement the Energy Audit Project and to provide the Customer Funding (an executed copy of this agreement must be provided to EECA on request). The agreement must contain:
 - 1.1. A description of the services, specifying the Type of energy audit (Type 1, 2 or 3), Audited Object(s) and Audit Boundary(s) as specified in AS/NZS 3598:2014 Parts 1 & 2.
 - 1.2. The Project costs;
 - 1.3. An Energy Savings Guarantee to meet at least 50% of the Energy Savings Target by end of the agreed Guarantee Period.
2. **Undertake the Energy Audit Project** in accordance with AS/NZS 3598:2014
3. **Assist the Customer through the implementation phase of identified Project** to ensure the Energy Savings Target is achieved. The Implementation Plan must include:
 - 3.1. Activities necessary to complete the energy audit including the following activities specified in AS/NZS 3598:2014:
 - 3.2. Data collection as set out in clause B5.2 Data collection and initial data analysis.
 - 3.3. Fieldwork as set out in clause B5.3 Field work.
 - 3.4. Report preparation as set out in B6 Report.
 - 3.5. List of activities for implementation to a achieve the Energy Savings Target.
 - 3.6. Inspecting completed Projects.
4. **Measure and verify** the energy savings over the Measurement and Verification Period (which must be no less than the Guarantee Period) by monitoring energy consumption of each site post-implementation against baseline energy consumption using the International Performance Measurement and Verification Protocol (IPMVP)
 - 4.1. Measurement and verification activities include:
 - 4.1.1. undertaking measurement and verification activities required by the appropriate Option (Options A, B or C) of the IPMVP
 - 4.1.2. data analysis
 - 4.1.3. periodic facility walk-throughs as proposed under the Project Funding Application
 - 4.1.4. equipment monitoring and control.
 - 4.1.5. identification of additional energy savings measures
 - 4.2. Measurement and verification activities must be undertaken by a person or persons that have received appropriate training and and have the necessary level of expertise demonstrated by the completion of the Efficiency Valuation Office (EVO) Certified Measurement and Verification Professional (CMVP) course and passing the CMVP exam.

Reporting of the identified opportunities estimated cost/energy/carbon benefits, and once implemented the measured outcomes is to be provided to the customer. Where a project has received EECA co-funding the report will be provided to EECA.

Contact us

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