Support Scheme for Energy Audits (SSEA)

Guidance for Registered Energy Auditors

Contents

Revision 2
Issued January 2023

1. Introduction

This guidance document is for Registered Energy Auditors who are participating in SEAI's Support Scheme for Energy Audits (SSEA). Its purpose is to explain the SSEA process and how to complete the SSEA Report Template. The SSEA Report is an essential piece of SEAI's Quality Control assessment. Failure to complete the Report to the standard required may result in payment to the Auditor being delayed or withheld.

Please ensure that you read this document carefully before carrying out the Energy Audit and adhere to the guidance when completing the Report.

1.1 Timelines

The SSEA opened for applications in summer 2021 and will remain open continually, subject to annual budget caps. A review of the programme was carried out in June 2022, following which changes have been made to the scheme rules, which are incorporated in this document.

Vouchers issued under the SSEA are valid for a period of 8 months.

Vouchers will be awarded to eligible Applicants on a first come, first served basis, subject to the available budget.

1.2 Supporting documents

Unless otherwise stated, documents are available to download from https://www.seai.ie/business-and-public-sector/small-and-medium-business/energy-audits/

Links:

- SEAI Application portal (accessed by Applicant and Auditor via separate log ins): https://mgen.seai.ie/
- Energy Audit Scheme (EAS) online data form (accessed by Auditor): https://www.seai.ie/business-and-public-sector/energy-auditing/eed-compliance-form/

Templates:

- SSEA Energy Audit Report Template
- SSEA Energy Audit Report Calculator Template

Rules & Guidance:

- SSEA: Guidance for Registered Energy Auditors (this document)
- SSEA: Guidance for Applicants
- SSEA Terms & Conditions
- SSEA Privacy Statement

Other

- Energy Audit Handbook, available at: https://www.seai.ie/publications/SEAI-Energy-Audit-Handbook.pdf

2. Auditor Registration and Application

Existing Registered Energy Auditors (REAs) interested in participating in the Scheme should follow these steps:

1. Inform SEAI of your interest in participating in the scheme by emailing Registeredenergyauditor@seai.ie

2. Complete and sign the SSEA Auditor Participation form

SEAI will email you your log in details for the Application portal
Applications can be made by Energy Auditors who wish to be added to the Register. Full detail, including the Application form, can be found here: https://www.seai.ie/register-with-seai/auditor/
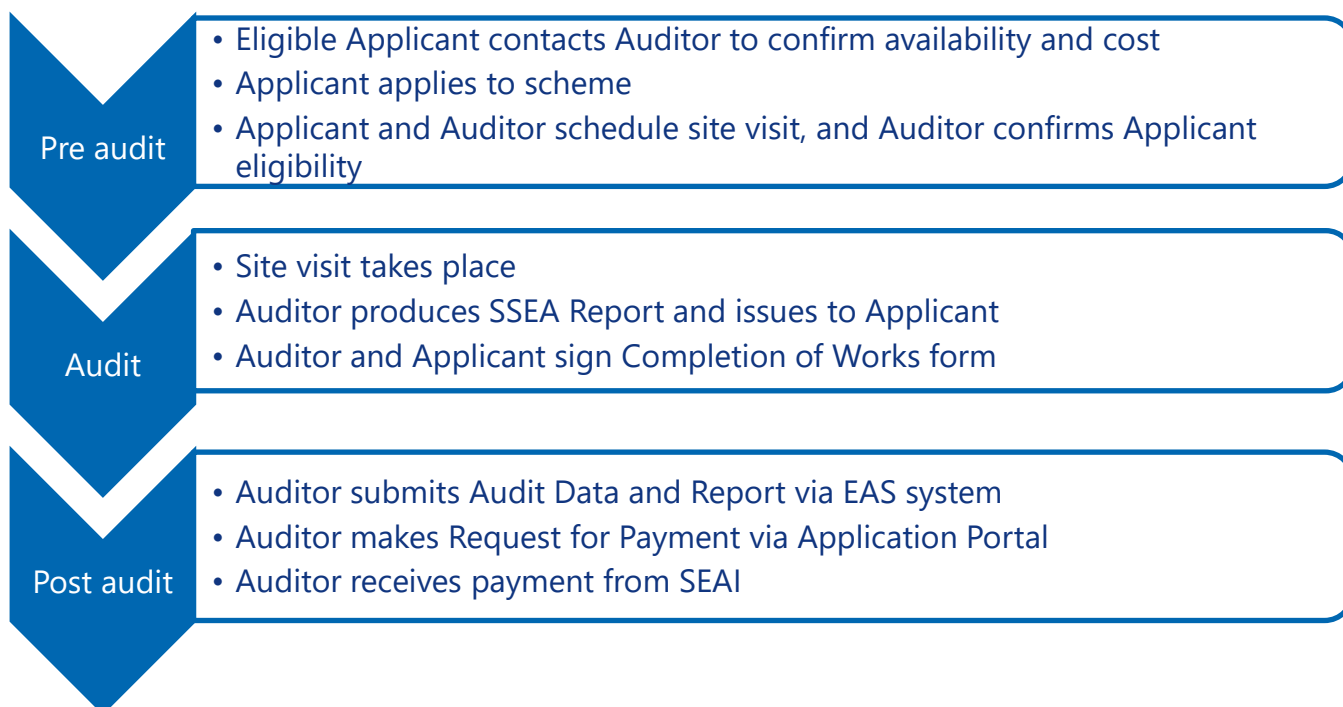REAs who opt-in to SSEA are required to keep their Tax and Insurance up to date. Those who do not provide updated Tax and Insurance will be removed as eligible auditors on the SSEA applicant portal until updated documentation has been submitted to SEAI.

REAs who have opted to partake in SSEA but are not actively carrying out audits will be removed from being selected as an Auditor on SSEA.

REAs who opt-in to SSEA are required to adhere to the rules of the scheme. Failure to comply with the scheme rules may lead to removal from the SSEA register.

3. SSEA Audit Process

The SSEA process is outlined below:

Pre audit
- Eligible Applicant contacts Auditor to confirm availability and cost
- Applicant applies to scheme
- Applicant and Auditor schedule site visit, and Auditor confirms Applicant eligibility

Audit
- Site visit takes place
- Auditor produces SSEA Report and issues to Applicant
- Auditor and Applicant sign Completion of Works form

Post audit
- Auditor submits Audit Data and Report via EAS system
- Auditor makes Request for Payment via Application Portal
- Auditor receives payment from SEAI

3.1 Pre audit

3.11 Applicant contacts Auditor to confirm availability

- Applicants are provided with a list of participating Auditors and select one to deliver their audit.
- The Applicant will contact the nominated Auditor(s) prior to applying for the scheme; the Auditor will let the Applicant know whether they can carry out the Audit and will confirm the cost.
- If the cost of the Audit is going to exceed the value of the voucher (€2,000) then the Applicant will need to make up the difference and will therefore need to be informed before they commit to a specific Auditor.

3.12 Applicant applies to the SSEA

- Applicants apply[1] to the SSEA via the Application portal, providing basic details about their organisation and the facility where the audit is to take place.
- Applicants that meet the SSEA eligibility[2] criteria will be automatically issued the Voucher via email.
- SEAI will, at the same time, inform the nominated Auditor that a Voucher has been issued to the Applicant.

3.13 Applicant and Auditor schedule site visit

- Once the Voucher has been issued the Applicant and Auditor can arrange the site visit.

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[1] Auditors or third parties cannot apply for vouchers on behalf of the voucher recipient. Any voucher found to have been applied for in this manner will be revoked and payment will not be made to the auditor.
[2] Applicants found to have provided false information will have their vouchers revoked and payment will not be made to the auditor.

- The Applicant may contact the Auditor first, or vice versa.
- Prior to the site visit the Auditor must confirm with the Applicant what information they require from the Applicant for the pre-analysis (e.g., energy bills, site information, etc.).
- There is a limit of 1 audit per applicant or SME (including franchises and chains). SEAI will not pay for audits in excess of this limit. If an Auditor becomes aware that the applicant or SME has received more than 1 audit vouchers, the Auditor should not continue with the audits. The Auditor must confirm that the Applicant has not previously received an audit voucher for their business, if a business has already received an audit voucher, they will not be eligible for any further vouchers. The auditor should inform SEAI of the breach and SEAI will contact the applicant to agree on which audits can be carried and to cancel the ineligible vouchers. The Auditor must confirm Applicant eligibility in advance of the site visit. If the Applicant does not meet the eligibility criteria, the Auditor must notify SEAI immediately. The voucher will be cancelled, the Applicant notified,and payment will not be made. If SEAI becomes aware at any stage throughout the process, up to and including Request for Payment, that the Applicant was/is not eligible then the audit voucher will be cancelled, and payment will not be made. Auditors are advised to ensure they are satisfied with Applicant eligibility before they carry out the site visit and complete the Audit Report.

- For the avoidance of doubt, the Auditor should confirm that following:
  - Applicant or company has not applied for more than 1 audit voucher.
  - Applicant has not previously had an audit or audits carried out under SSEA
  - Applicant meets the €10,000 per annum minimum energy spend criteria (exclusive of transport costs).
  - Applicant is not an obligated entity or other non-eligible parties
  - Audit is not for premises where the building is derelict, unoccupied or due to be demolished or re-purposed.
  - Audit does not include energy costs related to marine vessels
- SEAI will **not** pay for these Audits/Vouchers, so in such a situation the Auditor should inform the Applicant and cancel the planned audit, unless the Applicant wishes to pay for the full cost of the audit themselves.

3.2 Audit

3.21 Site visit takes place

- The site visit (or visits, for large/complex sites) are arranged between the Applicant and the Auditor. It is the Auditor's responsibility to explain to the Applicant what is required from them, for example, a knowledgeable employee to show the Auditor around the site, access to all relevant areas, additional information, etc.
- The Auditor must visit the site in person. Failure to visit the site will result in payment being withheld.

3.22 Auditor produces SSEA Report

- Following the site visit, the Auditor produces the SSEA Report and issues it to the Applicant, no more than **10 working days** after the site visit. The Report must be completed in the standard SSEA Energy Audit Report template, details of which are provided in Section 4 of this document.
- The Auditor must ensure that he/she is available for questions from the Applicant at this point.

3.23 Applicant signs Completion of Works form

- The Applicant provides a signed Completion of Works form to the Auditor to indicate their satisfaction with the Audit and the Report. The Completion of Works is an Appendix to the SSEA Report and must be signed by the Auditor as well as the Applicant.
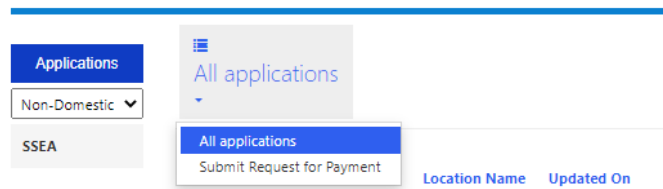
3.3 Post audit

3.31 Auditor submits Audit Data and Audit Report via the EAS system

- Auditor completes the Audit Data form on behalf of the Applicant's organisation on the Energy Audit Scheme (EAS) system (link: https://www.seai.ie/business-and-public-sector/energy-auditing/eed-compliance-form/) and uploads a copy of the report, including the Completion of Works form.
- Auditor signs the EAS Audit Data form to confirm completion according to the SSEA Terms and Conditions.
- Note, when inputting data to the EAS, remember to click 'save' regularly.
- Where "Your organisation" is referred to in the EAS, this refers to the Applicant who received the audit.
- Note that this system was established for the recording of audits completed under SI 246 and as such reference may be made to the requirements under this legislation. These requirements do NOT apply to Audits completed under the SSEA.
- The EAS system will automatically notify the Application Portal that this Application is now ready for "Request for Payment".

3.32 Auditor makes Request for Payment through Application Portal

- The Auditor makes the Request for Payment through the SSEA Application Dashboard on the Application Portal.
- Access the Application Dashboard by clicking on the 🏠 button at the top right hand of the screen. The Dashboard shows all the Applications for which you are the nominated Auditor.
- To filter for only those Applications which are ready for Request for Payment, click "All applications" and select "Submit Request for Payment":

- The Auditor may then select the Applications for which the Audit Data and Report have been submitted.

To make a Request for Payment, upload the Audit Report (including Completion of Works). Although these documents will already have been uploaded to the EAS system by the Auditor, they also need to be uploaded to the SSEA portal to allow for payment to be processed. An invoice is not required.

3.33 SEAI issues payment to Auditor

- SEAI carries out quality assurance reviews of the Audit Data and Report and ensures that it meets the SSEA's requirements.
- As long as the Report, Audit Data and the Completion of Works meet the Scheme's requirements, payment will be issued to the Auditing company bank account.
- SEAI aim to make payment to the Auditor 30 days from receipt of a fully completed, non-disputed report. If the report is reverted for additional information, the 30 days will begin when the report is re-submitted by the Auditor.

SEAI Payment for each completed Audit will not exceed of the value of the Voucher (i.e., €2,000). Any additional sums over and above the value of the Voucher, that were agreed with the Applicant in advance of carrying out the Audit, must be paid directly to the Auditor by the Applicant.

4. Completing an SSEA Audit Report

4.1 General guidance

- The SSEA Audit Report comprises the sections listed in Appendix B to this guidance document. Complete the Audit in the Excel template first and then either "Copy & Paste" or "Snip & Paste" the information into the Word file. Review the information in Appendix B for guidance on how to ensure a clean transfer of the information from the Excel template to the Word document.
- Ensuring the Energy Audit is of a high quality will encourage Applicants to implement the measures and actions identified in the Audit. In order to ensure Applicants partaking in the SSEA receive a consistently high quality of Energy Audit, SEAI has provided a standard Report template in MS Word along with an associated MS Excel template, to capture relevant data. To comply with the terms of the SSEA, these templates must be used by Auditors.
- In the Excel template, only complete the white cells. Do not attempt to amend or delete formulas or text outside the white cells unless specifically requested to do so.
- In the Word document, highlighted yellow text and tables indicate the sections that you need to edit/delete. Do not delete or edit any non-highlighted text.
- Avoid blank spaces in the report: if something is not applicable to the client, put "N/A" or "0" as appropriate.
- Certain tables and figures will format better if you use the Snip & Paste function ("screengrab") rather than Copy and Paste. The Excel template and this Guidance document will advise you of which approach to take. To Snip & Paste/screengrab the required area:
  - On a PC: Windows button + Shift + S then select the figure in Excel that you wish to insert, and paste into the Word doc
  - On a Mac: Shift + Command + 4, then select the figure in Excel that you wish to insert, and paste into the Word doc
- Avoid acronyms, and if they are used, ensure they are defined in the text
- If you wish to include any further information you may include it in the main body of the report or add an additional Appendix to the Word document.

Appendix A: Submitting Audit Data via the EAS system

The information required when submitting the Audit Data onto the EAS system is listed below

Name of section	Details
About	Information about the Applicant and Facility. Ensure that you check "Yes" under "Is this Audit Supported by SSEA?"

Organisation Type

Company

Company Registration Number (CRN) *

123456

Is this Audit suppported by SSEA?

◉ Yes　○ No

Contact details	Contact information for the Applicant: the representative you met at site ("Technical expert") and optional additional contact ("Director", although she/he does not have to be a Director)
Audit Status	"Is your organisation obliged to undertake an energy audit in accordance with the legal requirements?" Select "No" on behalf of the Applicant, either for headcount or balance sheet/turnover reasons. If both apply just select one.
Energy Audit Info	"Are you a member of the Large Industry Energy Network?" Select "No" on behalf of the Applicant
Energy Consumption Breakdown	Complete the sources and percentages of Electrical, Thermal and Transport energy at the facility. Include as many as apply.
Largest Opportunities	List up to 5 Opportunities for the Applicant to save energy. These must match the top 5 opportunities identified in Section 6 of the report. Provide a Description, Category and Potential Energy Savings for each opportunity.
Upload & Signature	Upload the SSEA Audit Report, and sign to declare that audit meets the SSEA's requirements as laid out in the Terms & Conditions. Accepted file types for upload: pdf, png, jpg, jpeg, tiff, doc, docx Plus, any additional info, if relevant (optional)

Appendix B: Audit report outline

Name of section	Overview of the information required	Name of Excel sheet	How to insert
Energy Action Plan	Photo of site Current & potential star rating Bar charts of current & potential energy spend and emissions List of priority recommended actions Percentage that emissions could be reduced by through implementation of recommended actions	Action Plan	Snip & paste photo and star ratings as one image Copy & paste bar charts Copy & paste table of recommended actions Copy & paste percentage of emissions Delete placeholder images
1. Site description	Key information about the site and the site visit, presented in table format	1. Site	Copy & paste Table 1a and Table 1b into Word document; delete placeholder tables.
2. What fuels do you use?	A breakdown of the different types of energy used at site: their cost, emissions, and usage (kWh), presented in Table 2a and in 3 pie charts showing the cost, usage, and emissions breakdown	2. Fuel types	Copy & paste Table 2a into Word document; delete blank rows; delete placeholder table. Delete placeholder pie charts. If more than one fuel type is used onsite, Snip & paste the 3 pie charts from Excel into the Word document.
3. Understanding your energy bills	An analysis of the facility's energy bills (tariff, MIC, trends, etc.) presented in Table 3a and summarised below. Line graph(s) showing the month-by-month energy costs for electricity, gas, and/or oil.	3. Bills analysis	Copy & paste Table 3a into Word document; delete blank rows; delete placeholder table. Delete placeholder line graphs. Snip & paste the three-line graphs as one image from Excel into the Word document.
4. Electricity, heat, and transport fuel	Identification of the most significant electrical, transport and heat users at the facility: how much they cost to run, how much energy they use and the amount of emissions they generate. Presented in Tables 4a – 4b and summarised below.	4. Energy users	Copy & paste Table 4a, 4b and 4c into Word document. Delete placeholder tables. Delete any empty rows.
5. Energy Management	An energy management score across 6 different criteria using the Energy Management Diagnostic (available in Appendix C)	5. Management	Copy & paste Table 5a into Word document. Delete placeholder table.
6. Taking action	List of the energy-saving actions already undertaken by the client, presented in Table 6a ii. Summary of the facility's suitability for renewable heat; if facility is suitable for renewable heat, then an assessment of its impact presented in Table 6b iii. Summary of the facility's suitability for solar PV; if facility is suitable for solar PV, then an assessment of its impact presented in Table 6c	6a. Actions – EE 6b Actions – RE	Copy & paste Table 6a into Word document. Delete placeholder table. Copy & paste Table 6b and 6c (if applicable) into Word document. Delete placeholder tables. Copy & paste Table 6d into Word document.

	ii. List of recommended actions for energy efficiency and renewable energy, with their impacts, presented in Table 6d		Delete placeholder table

SSEA report outline

Name of section	Overview of the information required	Name of Excel sheet	How to insert
Appendix A: Site tour checklist	Tick off the areas of the site that you have assessed	Site checklist	Complete in Excel and "Snip & Paste" into Word
Appendix B: Benchmarking	Score the facility against 5 criteria, plus the Energy Management score from Section 5.	Benchmarking	Complete in Excel and "Snip & Paste" into Word
Appendix C: Energy Management Matrix	Score the client against 6 energy management criteria	5. Management	Complete in Excel and "Snip & Paste" into Word
Appendix D: Renewable Heat Assessment	Assess the facility's suitability for renewable heat (heat pumps or biomass boilers)	6b. Actions – RE	Copy & paste Renewable Heat Assessment tables into Word document. Delete Placeholder tables.
Appendix E: Solar PV Assessment	Assess the facility's suitability for solar PV	6b. Actions – RE	Copy & paste Solar PV Assessment into Word document, delete placeholder table.
Appendix F: Glossary of terms	No action required	No action required	No action required
Appendix G: Completion of Works form	Applicant and Auditor required to sign Completion of Works form	No action required	No action required

Appendices to SSEA Report

Appendix C: Potential supports

For all opportunities identified, provide details of available SEAI support schemes or grants which would be worth investigating. A list of SEAI's supports at time of writing are listed below. Use the information in this table, but do not copy the whole table into the report. Application deadlines and other information can be found on the website. When suggesting a support for a client always provide a brief description and talk them briefly through the scheme.

Scheme	Website
Accelerated Capital Allowance	https://www.seai.ie/business-and-public-sector/business-grants-and-supports/accelerated-capital-allowance/
Commercial Electric Vehicles	https://www.seai.ie/business-and-public-sector/ev-for-business/grants-and-supports/
Communities	https://www.seai.ie/grants/community-grants/
Energy Efficiency Obligation Scheme	https://www.seai.ie/business-and-public-sector/business-grants-and-supports/energy-efficiency-obligation-scheme/obligated-parties/ A list of obligated parties and the appropriate contacts is available here: https://www.seai.ie/business-and-public-sector/business-grants-and-supports/energy-efficiency-obligation-scheme/obligated-parties/
Energy Academy	https://www.seai.ie/energyacademy/
Energy Management training	https://www.seai.ie/business-and-public-sector/small-and-medium-business/supports/
Energy Performance Contracting	https://www.seai.ie/business-and-public-sector/business-grants-and-supports/energy-contracting/
Excellence in Energy Efficient Design	https://www.seai.ie/business-and-public-sector/business-grants-and-supports/exeed-certified-grant/
Support Scheme for Renewable Heat	https://www.seai.ie/business-and-public-sector/business-grants-and-supports/support-scheme-renewable-heat/
Non-Domestic Microgen	https://www.seai.ie/business-and-public-sector/business-grants-and-supports/commercial-solar-pv/

Additional links

SEAI Registered Energy professionals: https://www.seai.ie/grants/find-a-registered-professional/
Registered Electrical Contractors: https://safeelectric.ie/find-an-electrician/

w: www.seai.ie
e: info@seai.ie
t: 01 8082100