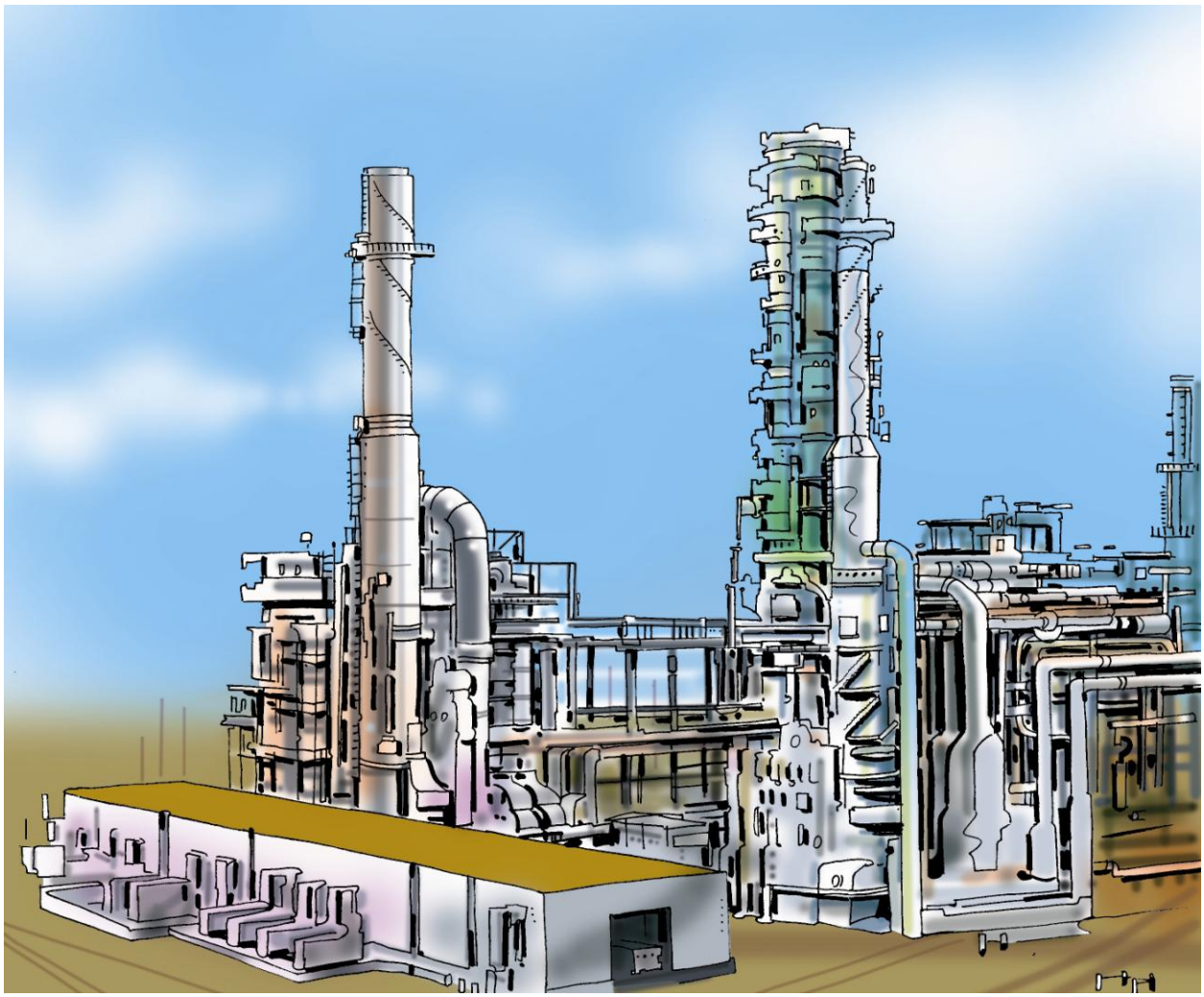
GUIDELINE FOR APPLICATION FOR ENERGY MANAGER ACCREDITATION



Sri Lanka Sustainable Energy Authority

Guideline for Application for Energy Manager Accreditation

1.0 Energy Management

Energy management is the process of monitoring, controlling and conserving energy in a building or an organization. Typically this involves the following steps.

Step 1 : Metering energy consumption and collecting the data

Step 2 : Finding opportunities to save energy and estimating energy saving potentials

Step 3 : Taking action to realize energy saving potentials (i.e. tackling the routine waste and replacing or upgrading the inefficient equipment).

Step 4: Tracking the progress by analyzing meter data to make sure that the energy-saving efforts have been effective.

Energy management is a cyclic process of reiteration of all the steps.

2.0 Accredited Energy Manager

The key person involving in implementing the energy management practices mentioned in Section 1.0 in an organization is designated as the energy manager. The role of an energy manager is to create a culture within an organization with the assistance of employees in all levels, and thereby make energy efficiency a regular business practice. In order to ensure the delivery of energy management functions, Energy Managers are accredited according to the Government Notifications No. 1715/12 dated 20.07.2011.

3.0 Responsibilities of an Energy Manager

An accredited energy manager shall be responsible for guiding and promoting the rational use of energy by an organization, and in particular responsible for

- Metering energy consumption and collecting the data

    (a) monitoring the day to day operations of the organization and maintaining records pertinent to the overall energy consumption,

    (b) submitting monthly and quarterly energy consumption reports to the management of the organization,

    (c) preparing annual reports on energy consumption of the organization according to the format given in Annex 2 and submitting to SLSEA,

- Finding opportunities to save energy and estimating energy saving potentials

    (d) exploring opportunities for improving energy efficiency and reducing energy consumption,

    (e) obtaining the services of an Accredited Energy Auditor from time to time, in order to identify energy conservation opportunities in the organization,

    (f) keeping abreast with advancements in new energy management technologies

- Taking action to realize energy saving potentials

    (g) conducting and organizing training and awareness programmes relating to energy efficiency for the employees of the organization at all operating levels,

    (h) advising the organization on the procurement of energy efficient equipment,

    (i) ensuring that any new constructions put up by the organization complies with the Code of Practice for Energy Efficient Buildings,

(j) preparing once in every two years, the energy management plan of the organization,

(k) assisting the organization in implementing its energy management plan, within specified time frames

- Tracking the progress by analyzing meter data to make sure that the energy-saving efforts have been effective

(l) carrying out impact assessment of the programmes implemented yearly and proposing corrective action to be implemented in the future

4.0 Qualifications for Being Accredited as an Energy Manager

Any person with following qualification can apply for being certified as accredited energy managers

(a) a Graduate of a Higher Educational Institution in Engineering, Science, Accountancy, Business Management or Commerce of a Higher Educational Institution and who has one year work experience in the particular field of study;

or

(b) a Diploma holder in Engineering, Science, Accountancy, Business Management or Commerce issued by any recognized academic institution and who has two years work experience in the particular field of study

5.0 Assessment Procedure

Applications for energy manager accreditation will be called by the Sri Lanka Sustainable Energy Authority (SLSEA) twice a year. Applications prepared according to the format given in Annex 1 should be forwarded to the Director General of SLSEA along with the following documents.

(a) Copies of certificates of relevant educational and professional qualifications
(b) Service letters from the employers in connection with the experience required
(c) A copy of the receipt obtained from SLSEA for the payment of application fee of LKR 5000.00.

Once the application is submitted with all the required documents, the applicant should undergo an assessment in the form of an interview. The successful candidates will be issued a Certificate of Accreditation as an Energy Manager, as per Energy Managers/Energy Auditors regulations gazetted on 20.07.2011. Application format is available for download at the following link.
www.energy.gov.lk

6.0 Continued Assessment

Accredited Energy Managers are required to involve in energy management activities and undergo training in energy management on continuous basis. For every three years Accredited Energy Managers are required to have undergone at least one training programme recognized by SLSEA.

SLSEA conducts an examination for Accredited Energy Managers annually, and Accredited Energy Managers have to pass this examination after the training in order that the training completed to be recognized in the subsequent renewal of accreditation. The pass mark of the examination is 50 out of 100, and the examination fee is LKR 2500.00.

Accredited Energy Managers are also required to submit annual energy consumption reports of the organization they are working for, in the form as mentioned in Annex 2. In addition, they are required to submit performance review reports (see Annex 4) at the end of 3 years from the date of issue of accreditation certificate. Assessment on the performance of Energy Managers on energy management activities and skills development will be based on the marks obtained from the examination and the performance as determined by performance review reports. Any applicant who fails to demonstrate his/her capacity as energy manager as assessed in the review may be given an opportunity to face an interview conducted by a panel appointed by the Board of Management of SLSEA. Failure in the interview may lead to cancellation of Certificate of Accreditation.

7.0 Energy Manager Training Programmes

Energy manager training programmes recognised by SLSEA in continuous assessment of Accredited Energy Manager should cover the subject areas given in Annex 5 with at least 24 hrs of training. Institutes conducting training programmes for energy managers should register the respective training programmes with SLSEA in order that the completion of such training will be considered as recognized training in the assessment of the performance of Accredited Energy Managers. Registration of training programmes can be done by submitting the application in Annex 3 along with a fee of LKR 20000.00. In case that the training programme has not been registered with SLSEA, the recognition of the training institution and the relevancy of the programme will be assessed by SLSEA on case by case basis, for which a non refundable administrative fee of LKR 5000.00 will be charged from the applicant over and above the application fee.

Encl. Annexes

Annex 1 – Application for Energy Manager Accreditation
Annex 2 – Annual Energy Consumption Report
Annex 3 – Application for Registration of Training Courses on Energy Management
Annex 4 – Performance Review Report
Annex 5 – Syllabi of Energy Manager Training
Annex 6 – Assessment Procedure for Accreditation
Annex 7 – Continued Assessment Procedure

Annex 1

APPLICATION FOR ENERGY MANAGER ACCREDITATION

1. NAME:

2. ADDRESS:

3. TELEPHONE NUMBER:

4. NATIONAL ID NUMBER:

5. EMAIL:

6. EDUCATIONAL QUALIFICATIONS

DEGREE/DIPLOMA ETC.	RESULTS	INSTITUTE

7. WORK EXPERIENCE

ORGANIZATION AND DURATION OF WORK	DESIGNATION	TYPE OF WORK CARRIED OUT

8. TRAINING PROGRAMMES

INSTITUTION	PROGRAMME	DURATION

DATE: SIGNATURE OF APPLICANT:

NOTES:

1. APPLICANT SHOULD SUBMIT COPIES OF THE EDUCATIONAL /TRAINING CERTIFIATES ALONG WITH THE APPLICATION

2. IF THE APPLICANT IS ELIGIBLE FOR ACCREDITATION HE /SHE SHALL BE AWARDED AN ACCREDITATION CERTIFICATE WHICH MAY BE REVOKED IF THE APPLICANT FAILS EXAMINATIONS AND PERFORMANCE REVIEWS CONDUCTED BY SRI LANKA SUSTAINABLE ENERGY AUTHORITY.

Annex 2

ANNUAL ENERGY CONSUMPTION REPORT

For the year ending on 31st December .....

Date received	
Date processed	

(for office use only)

This report is to be duly submitted by Designated Energy Consumers defined under Energy Manager and Energy Auditor Regulations, 2009, read with sections 36 and 38 of Sri Lanka Sustainable Energy Authority Act. No. 35 of 2007.

1. Organization details

Name of Organization	
Address	
Sector [1]	
Type of business[2]	
Website	

1. Manufacturing, services
2. Tea industry, hotel industry, Telecommunication service provider, hospital, transport service provider, commercial building, etc.

2. Energy Manager (or contact person) details

Name	
Designation number	
Contact number	
Fax number	
Email address	

3. Please mention the energy type(s) you are using. (Tick appropriate cages)
If other types of energy are used, please fill in the blank rows.
(Fuels used for transportation should **not be** included.)

Electricity

Grid ☐ Self generated ☐

Liquid Fuels

Furnace oil ☐ Diesel ☐ Kerosene ☐
Other ……..

Gaseous & Solid Fuels

L.P. Gas ☐ Biomass ☐ Coal ☐

Other ……

4. Product/Service details

Please list the products / services of your company with appropriate units of measurements.

Product identification No.	Product/service Name	Unit of measure
Product 1		
Product 2		
Product 3		
Product 4		
Product 5		
Product 6		
Product 7		

5. Building details

Building name	Floor area (m^2)

If changes made to buildings during the year mention the changes

.....
.....
.....

6. Summary of energy consumption data

Electricity

	Grid Electricity		Generated Electricity kWh
	kVA	kWh	
Jan			
Feb			
Mar			
Apr			
May			
Jun			

July			
Aug			
Sep			
Oct			
Nov			
Dec			

Liquid Fuels (Consumption in litres)

If you have any other types please use the additional columns given.

	Furnace Oil	Diesel	Kerosene		
Jan					
Feb					
Mar					
Apr					
May					
Jun					
July					
Aug					
Sep					
Oct					
Nov					
Dec					

Solid & Gaseous Fuels (Consumption in kilograms)

If you have any other types, please use the additional columns given.

	Biomass	LPG	Coal		
Jan					
Feb					
Mar					
Apr					
May					
Jun					
July					
Aug					
Sep					
Oct					

Nov					
Dec					

7. Summary of production data

Please enter the amount of monthly production for each product in the units of measure given by you in Item 4 above.

	Amount of production						
	Product 1	Product 2	Product 3	Product 4	Product 5	Product 6	
Jan							
Feb							
Mar							
Apr							
May							
Jun							
July							
Aug							
Sep							
Oct							
Nov							
Dec							

We hereby certify that the above furnished details are true and accurate

(Energy Manager)

Name:

Signature:

Official seal

(Chief Executive Officer)

Name:

Signature:

Official seal

Date :

Annex 3

APPLICATION FOR REGISTRATION OF TRAINING COURSES ON ENERGY MANAGEMENT

1. NAME OF THE COMPANY :

2. COMPANY REGISTRATION NUMBER :

3. ADDRESS :

4 NAME AND DESIGNATION OF CONTACT PERSON :

3. TELEPHONE NUMBER :

4. FAX NUMBER :

5. EMAIL : WEBSITE :

6. COURSE CONTENTS

MODULE NAME	CONTENTS

7. PROFESSIONAL QUALIFICATION LEVEL OF THE LECTURERS

NAME	QUALIFICATION	EXPERIENCE

DATE: SIGNATURE OF APPLICANT:

Annex 4

PERFORMANCE REVIEW REPORT

PERSONAL INFORMATION

1. NAME :

2. ADDRESS :

3. TELEPHONE NUMBER :

4. ACCREDITATION NUMBER :

5. EMAIL :

EMPLOYMENT INFORMATION

PERIOD	ORGANIZATION	DESIGNATION

6. PROJECTS CARRIED OUT BY ENERGY MANAGER

PERIOD	DESCRIPTION	ESTIMATED SAVING (RS)

7. LOCAL TRAINING RECEIVED BY ENERGY MANAGER

DURATION	COURSE TITLE AND ORGANIZATION	BRIEF DESCRIPTION OF THE COURSE CONTENT

8. FOREGN TRAINING RECEIVED BY ENERGY MANAGER

DURATION	COURSE TITLE, ORGANIZATION AND COUNTRY	BRIEF DESCRIPTION OF THE COURSE CONTENT

9. WRITE A BRIEF REPORT ON IDENTIFIED ENERGY SAVING OPPORTUNITIES YOU HAVE IDENTIFIED IN THE INDUSTRIES YOU HAVE WORKED DURING THE LAST 3 YEARS.

I HEREBY CONFIRM THAT THE INFORMATION SUBMITTED ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

DATE: SIGNATURE OF APPLICANT:

Annex 5

Syllabi of Energy Manager Training

The subject areas to be covered in the training programmes are given below.

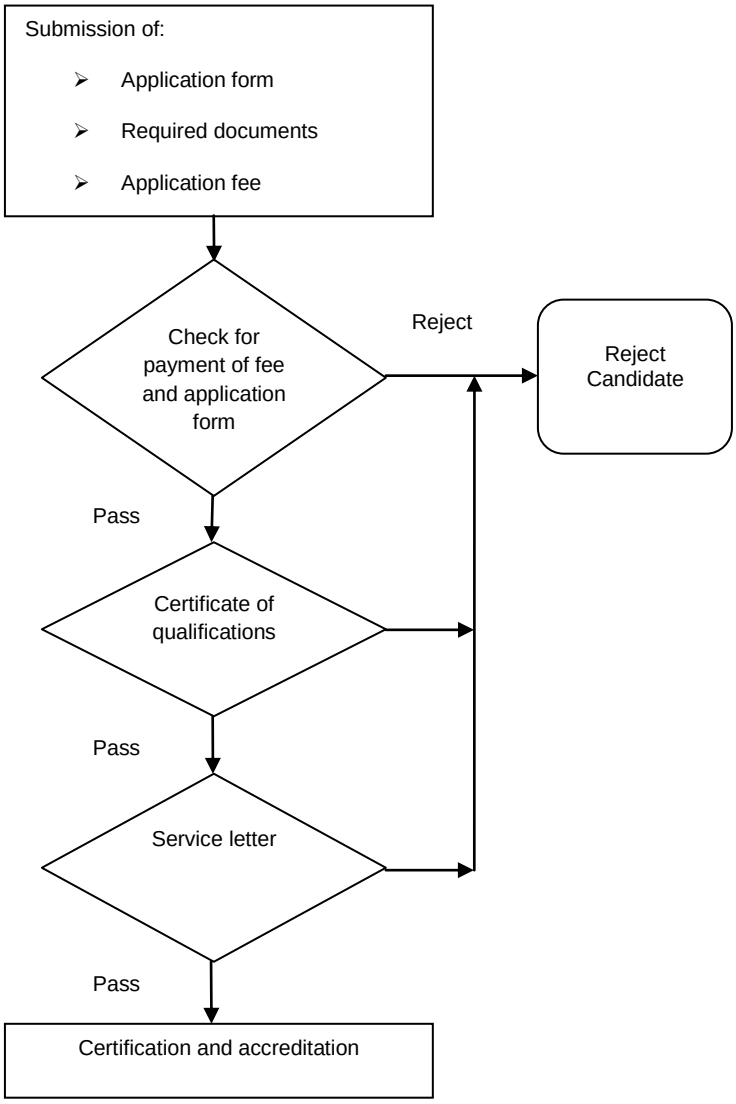
i. Energy Information System Management, Monitoring & Evaluation and Reporting
ii. Energy Codes and Standards
iii. Energy conservation in air conditioning, lighting, fluid machinery, furnaces, steam generation and distribution, electrical load management, energy measuring equipment, energy and environment and renewable energy technologies

Minimum time allocation requirements for above subject areas are mentioned in the following table.

Subject	Duration (hrs)
Energy Information System Management, Monitoring & Evaluation and Reporting	4
Energy Codes and Standards	2
Energy conservation in air conditioning	2
Energy conservation in lighting	2
Pumps, fans and motors	2
Steam generation and distribution	2
Electrical load management	2
Energy measuring equipment	2
Energy and environment	2
Renewable energy technologies	2
Energy conservation in office & domestic appliances	1
Electricity generation & energy flow	1

Annex 6

ASSESMENT PROCEDURE FOR ACCREDITATION



Annex 7

CONTINUED ASSESMENT PROCEDURE