
Request for Registration (RfR) of EPC Quality Assurer(s)

26 June 2024

REGISTRATION OF QUALITY ASSURER(S) FOR QUALITY ASSURANCE OF ENERGY PERFORMANCE CERTIFICATION OF BUILDINGS FOR FIVE (5) YEARS.

1 Project Objective

- 1.1 The objective of this project is to allow Professionals who have the experience, knowledge, and skills to register (**using Annexure A: registration form**) as Quality Assurers of the energy performance certification of buildings for five (5) years.
- 1.2 Furthermore, the objective is to provide technical support on the validation and quality assurance of data and information from the energy performance assessment of buildings and issued Energy Performance Certificate by SANEDI registered EPC Professional(s).
- 1.3 In addition, EPC Quality Assurer(s) will support the DMRE and SANEDI in the validation and quality assurance of the energy performance assessment and issuing of EPCs for buildings.

2 Background

- 2.1 On 8 December 2020 the Minister of Mineral Resources and Energy under section 19(1) (b) of the National Energy Act, 34 of 2008 promulgated the regulations for the Mandatory Display and Submission of Energy Performance Certificates for Buildings. The Regulations were further amended on 25 November 2023 to extend the compliance date to 7 December 2025, and for compulsory registration of buildings into National Building Energy Performance Register (NBEPR) administered by SANEDI and requirements for the registration of EPC Professionals to issue the required Energy

Performance Certificates (EPCs) after 31 July 2024 were added to the amendment Regulations.

- 2.2 The Energy Performance Certification (EPC) of buildings is designed to foster an appropriate, transparent, and fair process on quality management of energy performance assessments and issuance of the EPCs for buildings.
- 2.3 The registered EPC Quality Assurer(s) shall work closely with the SANEDI registered EPC Professional(s) and shall be expected to utilize the National Building Energy Performance Register (NBEPR) system and an EPC Software for the validation and quality assurance of data and issued EPCs.
- 2.4 Impartiality and transparency is one of the most important aspects of the energy performance certification of buildings, as a result, there should be no personal interests, commercial, financial or other pressures or relationships between EPC Professional(s), and building owners that might compromise the credibility of the certification process.
- 2.5 In addition, as part of quality control and managing risks of impartiality, registered EPC Quality Assurer(s) shall undergo security screening for basic security clearance and shall be required to sign confidentiality forms and provide DMRE and SANEDI with documented statements of their commitment to impartiality and envisaged conflict of interest in carrying out energy performance certification.
- 2.6 Moreover, the documented statements shall include actions through which the EPC Quality Assurer(s) demonstrate how they shall eliminate or minimize identified impartiality risks.

3 Registration Period

- 3.1 The validity of the registration of EPC Quality Assurer(s) shall be for a period of five (5) years from the date of registration.

4 Registration Process and Required Documentation

4.1 The documents required for this registration include the following:

4.1.1 Duly completed online registration form(s) using the link available on:

www.savingenergy.org.za

4.1.2 A copy of a certified Identity Document (ID) or passport.

4.1.3 Copies of certified required qualification certificates.

4.1.4 Proof of completed additional training in the field of measurement & verification of energy savings or energy auditing or energy performance certification or ISO/IEC 17020.

4.2 A copy of the CV indication at least five (5) years' experience in quality management system, or energy auditing, or energy management, or measurement and verification of energy savings, or energy performance calculations. This should be accompanied by at least three (3) reference letters from contactable institutions.

4.3 Below is table 4.1 which summarises the minimum qualification, required knowledge, and experience of EPC Quality Assurer(s).

Table 4.1: Minimum Qualification, Knowledge, and Experience of EPC Quality Assurer(s)

Title	Education Qualification & Training	Required Knowledge	Experience
EPC Quality Assurer(s)	At least a diploma/bachelor's degree in engineering, energy management, property studies, architecture, physical sciences, construction management or internal audit.	Knowledge and understanding of the Energy Act, EPC Regulations, and ISO/IEC 17020:2012.	At least 5 years' experience in quality management system, or energy auditing, or energy management, or measurement and verification of energy savings, or energy performance calculations.
	Additional required training in Measurement & Verification of energy savings or Energy Auditing or Energy Performance	Knowledge of SANS 1544 and SANS 10400 XA - Part XA.	

Title	Education Qualification & Training	Required Knowledge	Experience
	Certification or ISO/IEC 17020.		

5 Payment Process

- 5.1 The registered EPC Quality Assurer(s) shall be paid through the Energy Performance Assessment Fee¹ payable to registered EPC Professional by Building Owners (public or private) based on a price per square metre or fixed cost per building subject to the terms and conditions of a contract. The cost of EPC Quality Assurance shall be a once-off fee per certificate at a cost of R 950 billed directly to the EPC Professional appointed by the building owner (public or private).
- 5.1 No payment shall be made by the DMRE or SANEDI since the cost of EPC Quality Assurance is built-in the cost of energy performance certification of buildings.

6 Closing Date

- 6.1 Potential EPC Quality Assurer(s) should submit the required documentation to Ntsikelelo Mkhithika, E-mail: Ntsikelelo.Mkhithika@dmre.gov.za or Lebogang Nkhwashu, E-mail: Lebogang.Nkhwashu@dmre.gov.za on or before **15 October 2024**

7 Enquiries

- 7.1 **All inquiries relating to this registration should be directed to:**

Mr. Ntsikelelo Mkhithika	or	Ms Lebogang Nkhwashu
Tel No: 012 406 7891		Tel No: 012 406 7648

¹ EPC Software to be used already has built-in invoice functionality to accommodate payments of counterparties.



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Annexure A: Registration form for EPC Quality Assuers.

1. Surname		1.1 Title	
2. First Name		2.1 Preferred Name	
3. ID or Passport Number			
4. Postal/Physical Address		4.1 Postal Code	
5. Cell Phone			
6. Office Phone		7. Province	
8. Home Telephone			
9. Email Address			
10. Alternative Email Address			
11. Company Name (Optional)			
12. Professional Registration	12.1. Professional Body		12.2. Professional Body
13. Information Below required for statistical reporting purpose only			
14. Population Group	Indian	White	Coloured
15. Male or Female			
16. Nationality			



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17. Qualification, Training, Knowledge and Experience

17.1 Employment History (Brief CV must be attached. Not more than three (3) pages.)

Company Name	Job Title	Period of Employment (Years & Months)	Employment Date (i.e. Jan 2005 to March 2021)

17.2 Completed Qualification (Recently certified copies of Certificates must be attached)

Qualification	University/College	Degree/Diploma	Start Date	Completed Date

17.3 Completed Training (Recently certified copies of Certificates must be attached)

Additional Required Training	Training Certificate (Specify)	Institution	Start Date	Completed Date
Certified Measurement and Verification Professional (CMVP); or Energy Auditing; or Energy Performance Certification; or ISO/IEC 17020.				



17.4 Completed Training (Recently certified copies of Certificates must be attached)

Required Knowledge	Yes	No	If Yes, please explain
Knowledge and understanding of the Energy Act, EPC Regulations, and ISO/IEC 17020:2012.			
Knowledge of SANS 1544 and SANS 10400 XA - Part XA.			

18. Declaration to be signed by Applicant

- 18.1 In keeping with impartiality, I hereby attest that there shall be no personal interests, commercial, financial, or relationships with the registered EPC Professional(s), and building owner(s).
- 18.2. I attest to the fact that all qualifications or training certificates I hold, and which are presented here represent qualifications or training that I obtain from an educational training institution recognised by SAQA or QCTO.
- 18.3. I attest that as registered EPC Quality Assurer, I have no objections of undergoing a security vetting process for screening for basic security clearance.
- 18.4. I acknowledge that if there are any conflict of interest with the EPC Professional(s) or Building Owner, I will be disqualified to be an eligible for registration as an EPC Quality Assurer.
- 18.5. I acknowledge that as far as my statement of experience, competence and skills are concerned, the burden of responsibility of proof that this is a true reflection of the situation is mine.
- 18.6. As a registered EPC Quality Assurer, I hereby agree to abide by the principles and objectives of Continued Professional Development (CPD) as prescribed by the Department of Mineral Resources and Energy, and the South African National Energy Development Institute.
- 18.7. I undertake to abide by the principles of fairness and transparency in conducting quality assurance of the energy performance certification process.
- 18.8. I will update the Department of Mineral Resources and Energy, and the South African National Energy Development Institute of all changes to my address, and other personal details.



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18.9. I acknowledge that there shall be no payment made by the Department of Mineral Resources and Energy, and the South African National Energy Development Institute.
18.10. I agree that the cost for EPC quality assurance shall be a once-off fee per certificate at a cost of R 1,000 billed directly to the EPC Professional appointed by the building owner (public or private).

19. Signature

Date

___/___/2024