

Energy Auditor – Interview Checklist

1. Energy Auditors Name:

2. Energy Auditors mobile number:Date.....

3. Does the Energy Auditor have a 'Linkedin' home page ? yes no
 (If yes, request them to send you a link to the page – their public CV will reveal employment history & experience)

4. Does the Energy Auditor have professional indemnity insurance to cover their project deliverables?
 yes no, (If yes, ask for a copy & request level of cover \$ value?)

4. Check Auditor's Knowledge (Tick boxes is correctly answered)
- Which Aust. Standard number covers ENERGY AUDITS ? (answer: AS 3598)
 - Which Aust. Standard number covers LIGHTING LEVELS ? (answer: AS 1680)
 - Which Aust. Standard number covers Ventilation & Air-conditioning in Buildings ? (answer: AS 1668)

5. Will the Energy Auditor be selling any energy saving products as part of their audit? yes no
 (if yes – then the auditor is type D, see item 6 below & is not independent)

6. Classify Energy Auditor - Type & Conflict of Interest (tick which type applies)

Checked?		Category Title	Example company types	Possible Conflict of interest
<input type="checkbox"/>	Type A	Unbiased engineers	Consultants	None
<input type="checkbox"/>	Type B	Biased auditors	Consultants	Commissions &/or favours received from energy saving suppliers if their product is recommended.
<input type="checkbox"/>	Type C	Energy efficiency retrofitters	Mechanical & electrical contractors, project managers, implementors.	The need to identify many energy saving projects to maximise financial gain.
<input type="checkbox"/>	Type D	Energy Saving product suppliers	Solar panels, led lighting, power-factor correction, optimisers etc....	The need to sell lots of product to maximise financial gain.

7. Qualifications (Tick boxes that apply)

Ideal qualifications for best outcomes...

- Bachelor Degree - Mechanical Engineer, or
- Bachelor Degree – Electrical Engineer
- Qualified A grade electrician (to legally & safely open up switchboards & connect metering to check & measure power consumption for specific equipment)
- Other.....
- Proof that qualifications were gained as claimed (sight copy of documentation)

6. Experience

- a) Number of years auditor(not company) has been conducting energy audits?
- b) Are references from clients available? Provide contact details. yes no
- c) Request a list of all energy audits completed by energy auditor themselves done
 (not by other employees of the company)

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8. Discuss energy auditor's ABILITY & EXPERIENCE to inspect & analyse the following items on site; (Tick boxes for items that are agreed to be effectively reviewed for energy efficiency for your building)

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| <input type="checkbox"/> Plant room equipment | <input type="checkbox"/> Exhaust fans |
| <input type="checkbox"/> Boilers | <input type="checkbox"/> Hot water units |
| <input type="checkbox"/> Chillers, refrigeration equipment | <input type="checkbox"/> Lighting – internal & exterior |
| <input type="checkbox"/> Air handing plant (rooftop) | <input type="checkbox"/> All plugin appliances |
| <input type="checkbox"/> Packaged air conditioning units | <input type="checkbox"/> Computers, printers, faxes |
| <input type="checkbox"/> Evaporative coolers | <input type="checkbox"/> 3 phase process equipment, machines |
| <input type="checkbox"/> Split A/C Systems | <input type="checkbox"/> Pumps, motors |
| <input type="checkbox"/> Lifts, car park ventilation system | <input type="checkbox"/> Air compressor system |

9. What testing equipment will be used? More equipment used = detailed/better audit. (Tick boxes that apply)

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| <input type="checkbox"/> Anemometer (air conditioning air flow) | <input type="checkbox"/> Ammeter – clamp type 0-10Amps |
| <input type="checkbox"/> Lux meter (for lighting level readings) | <input type="checkbox"/> Ammeter – clamp type 0-1000Amps |
| <input type="checkbox"/> Digital temperature meter | <input type="checkbox"/> Ammeter – rogowski coil type 0-2000Amps |
| <input type="checkbox"/> Temperature loggers | <input type="checkbox"/> Multichannel – power logger (internet Tx) |
| <input type="checkbox"/> Infra red camera (thermographer surveys) | <input type="checkbox"/> Voltmeter - (measure voltage imbalance) |
| <input type="checkbox"/> Smart Meter (kWh, kVA, pf) | |

Interview Notes.....
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