



RULES FOR THE VALIDATION AND VERIFICATION OF ENERGY EFFICIENCY PROJECTS

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1. OVERVIEW

1.1 SCOPE

These Guidelines define the procedures applied by RINA to validate and verify energy efficiency projects put in place to demonstrate an estimated (validation) or obtained (verification) energy saving.

For every validation and verification of energy efficiency projects, RINA can publish specific rules/guidelines integrating the requirements of these Guidelines.

Validation is a systematic, independent and documented process of a project plan against agreed validation criteria.

Verification is a systematic, independent and documented process for the consumption reduction, determined by an approved and validated project plan, against agreed verification criteria.

RINA applies its current fees and guarantees fairness and uniformity of application.

RINA may legitimately refuse validation and verification requests related to organisations and/or their projects/activities that are subject to restriction, suspension or proscription by a Public Authority.

In relation to the application of these Rules, RINA provides no form of advice.

Examples of validation and verification of energy efficiency projects are the activities carried out in Italy aimed at obtaining Energy Efficiency certificates from the authority responsible for delivering them (Gestore dei Servizi Energetici), such as:

- Validation of Project Proposal and Measurement Program, aimed at proposing them to the Gestore dei Servizi Energetici;
- Verification of Assessment Request and Certification of energy savings sent to the "Gestore dei Servizi Energetici", Italian

Authority, in order to obtain Energy Efficiency certificates.

The main normative references for verification and validation activities of Energy Efficiency projects taking place in Italy are:

- Ministerial Decree 11 January 2017, amended by Ministerial Decree 10 May 2018, which defines the rules of the incentive procedure, known as the "White Certificates"
- Decreto Ministeriale 30 Aprile 2019, che approva la linea guida operativa che definisce il processo di gestione dei TEE

1.2 PRINCIPLES FOR VALIDATION AND VERIFICATION

RINA recognises key guiding principles of the validation and verification processes and will conduct all the activities to ensure accuracy, conservatism, relevance, credibility, reliability, completeness, consistency, transparency, impartiality, independence, safeguarding against conflicts of interest and confidentiality.

2. DEFINITIONS

Energy Efficiency: ratio between the results in terms of efficiency, services, goods or energy, as output performance, and the input energy. The ratio is composed by an output intended as the outcome of a performance, of a service, otherwise the energy output, in the client's energy supply-demand system, and the input composed the energy introduction in the same system. (definition from D.Lgs.115/2008).

TOE: The tonne of oil equivalent is a unit of energy defined as the amount of energy released by burning one tonne of crude oil. It is approximately 42 gigajoules, although as different crude oils have different calorific values, the exact value is defined by convention; several slightly different definitions exist. The toe is sometimes used for large amounts of energy.



3. CONTRACT REVIEW

3.1 SERVICE REQUEST ?

Organisations wishing to apply to obtain validation and verification of their plan of Energy Efficiency project must provide RINA with the data related to the assertion, by sending the latest revision of the informative questionnaire form or the same data in another format.

These data will be used by RINA to make its offer.

RINA can proceed with the offer if at least the following data/documentation are available:

- name and address of the organisation (client, subject stipulating the contract with RINA);
- title of the project;
- location of the project site/s;
- indication of the applied methodology(ies);
- agreed scheme/s;
- relative size (in TOE) of the energy saving;
- all the information reported in the informative questionnaire.

In Italy, typical subjects for validation and verification aimed at obtaining Energy Efficiency Certificates are the ESCO, which are companies supplying energy services and, based on the definition given by D.Lgs.115/2008 are: physical or legal subjects supplying energy services or other measurements of improvement of energy efficiency in facilities or buildings of users and, by doing that, accept to have a certain margin of financial risk.

3.2 CONTRACT

Organisations must formalise their order by sending RINA the request form or a contract duly signed by the Chief Executive Officer or authorised representative, by way of a power of attorney.

On receipt of the request form or the signed contract and the related documentation/annexes, and after a preliminary review to check their completeness, RINA will appropriately inform the organisation of its acceptance of the order.

Only after RINA notifies to the organisation the acceptance of the order, is the contract between

RINA and the organization considered stipulated.

The contract stipulated between RINA and the organisation covers:

- Document/desk review of the organisation documents;
- Follow-up actions
 - o telephone or email interviews;
 - o on-site visit/assessment, which is at the discretion of RINA, in relation to the nature of the assertion in all other cases;
- Any additional services stated in the offer.

4. SELECTION OF THE TEAM

4.1 SELECTION OF THE TEAM

RINA selects the team who will perform the activity on the basis of the knowledge, skills and competency required, taking into consideration the validation and verification criteria/requirements of the agreed scheme.

The team is fully independent of all aspects of the project.

4.2 TEAM COMMUNICATION

In advance of the validation or verification, RINA will notify to the organisation in writing of the names of the team members; the organisation may object to these appointments, within 5 working days of the notification, giving their reasons.

RINA will reconstitute the team in response to any valid objection.

5. VALIDATION OF ENERGY EFFICIENCY PROJECTS

RINA will evaluate the project documents and the project's compliance with the validation criteria/requirements of the agreed scheme.

5.1 DOCUMENT REVIEW

The organisation is to make available to RINA any information/documents requested.



Normally, the documents that the organisation shall be required to provide RINA are included in the following:

- Project plan (word and pdf version) including the monitoring report;
- Calculation spread sheet showing the estimated energy savings;
- Necessary environmental/operational authorisations.

RINA may, at its discretion, request also other documents for review, considered important for the purpose of validation.

The team will review the project documents to ensure that they meet the established validation criteria/requirements.

Any issues that cannot be sustained by sufficient monitoring, or assumptions that the team cannot fully recognise or approve of will be investigated and tested further.

In Italy, the project plan for validation aimed at obtaining Energy Efficiency Certificates from the Gestore dei Mercati Energetici is Proposta di Progetto e Programma di misura (PPPM). RINA carries out validation before it is presented to the Gestore dei Servizi for approval.

5.2 FOLLOW-UP ACTIONS

Following the document review, the team will identify additional questions and issues (objective evidence) that need to be addressed with the organisation.

The process demands an on-site visit at the discretion of RINA, in relation to the nature of project.

The date of the on-site visit will be agreed with the organisation sufficiently in advance and officially confirmed at least one week before.

5.3 VALIDATION REPORT

At the end of the validation process, the requesting organisation is provided with a validation report which summarises any related findings, contains an opinion on conformity to the identified validation criteria, and a conclusion, with reasonable level of warranty, that the project plan is going to achieve the estimated amount of energy saving.

6. VERIFICATION OF ENERGY EFFICIENCY PROJECTS

Verification is the periodic independent review and ex post determination of the energy savings that have occurred as a result of a project activity, during the verification period, described in a monitoring report.

6.1 DOCUMENTAL REVIEW

The organisation is to make available to RINA the project data as well as any other information/documents requested.

Normally, the documents that the organisation shall be required to provide RINA are included in the following:

- Project plan (word and pdf version) including approved Monitoring plan;
- Monitoring report
- Calculation spread sheet showing the estimated energy savings;
- Any other previous verification report.

In Italy, the project plan for Verification aimed at obtaining Energy Efficiency Certificates from the Gestore dei Mercati Energetici is called Richiesta di Verifica e Certificazione dei risparmi di energia (RVC) and the calculation spread sheet showing achieved savings is the accountability sheet.

RINA may, at its discretion, request also other documents for review apart from those indicated above, considered important for the purpose of verification.

The team will review the assertion documents to ensure that they meet the verification criteria of the agreed scheme.

Document review ensures that the Monitoring Report and other support document provided are complete, verifiable and compliant to applicable standards.

Any issues that cannot be sustained by sufficient monitoring, or assumptions that the team cannot fully recognise or approve of will be investigated and tested further

6.2 FOLLOW-UP ACTIONS

Following the document review, the team will identify additional questions and issues (objective evidence) that need to be addressed with the organisation

The process also demands an on-site assessment.

The date of the on-site assessment will be agreed with the organisation sufficiently in advance and officially confirmed at least one week before.

This on-site assessment involves:

- An evaluation on the implementation and the operation of the approved project in order to verify it has been implemented and made operative according to the approved project and that all its physical features (technology, assets and all monitoring and measurements items) have been put into use;
- Interview to the involved personnel in order to confirm that the monitoring system and data collection procedures have been implemented according to what is contained into the monitoring plan included in the approved project plan;
- an examination on the flux of information that has led to the reported parameters;
- Evidence supporting energy savings;
- A monitoring item check, including calibration performance and the observation of monitoring practices with respect to the project requirements and the selected methodology;
- The identification of quality control and of quality assurance procedures put into use to prevent or identify and correct any error or omission in the reported monitoring parameters.

6.3 VERIFICATION REPORT

At the end of the verification process, the requesting organisation is provided with a Verification Report which summarises any related findings, contains an opinion on conformity to the identified verification criteria and a conclusion, with reasonable level of warranty, that the Monitoring Report for the defined verification period does not contain material errors, omissions or untruthful representations.

7. CONTRACTUAL CONDITIONS

7.1 Contractual Conditions

For what may be not concerned by the present document, reference can be made to the “*Condizioni generali di contratto per la certificazione di sistemi, prodotti e personale*”, available on the website www.rina.org.