

Commercial Building Specialist Accreditation Assessment of Assignment

This form is for use by an Energy Master Assessor. Its purpose is to record the assessment made by the Assessor of the Assignment submitted in support of an application for accreditation. On completion, return this form and other documents to the CEP Administrator - info@cep.org.nz.

Applicants Name:	
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The following Table should be used to record your scores for the submitted in-depth assignment.

Accreditation applied for	Both Lighting & HVAC <input type="checkbox"/>	Lighting Only <input type="checkbox"/>	HVAC Only <input type="checkbox"/>
Assignment Title			
Assignment length <i>(Should be around 5,000 words - approx. 12 pages)</i>			
Assignment brief agreed with CEP			

	Report Headings	Comments	Score Awarded	Max. Score Possible
1	Executive Summary			(5)
2	Introduction <ul style="list-style-type: none"> • Is the Background and Scope of the Assignment clearly outlined? • Are Site conditions and energy requirements detailed? 			(10)
3	Measurement Methods <ul style="list-style-type: none"> • Does the use of energy measurements and units used demonstrate an understanding of energy requirements, peak demand and consumption levels? 			(5)
4	Understanding <ul style="list-style-type: none"> • Is a full understanding of energy use and applications shown and clearly explained? 			(10)

	Report Headings	Comments	Score Awarded	Max. Score Possible
	<ul style="list-style-type: none"> Are energy management principles explained and applied? Is more than one form of energy examined? 			
5	Energy Supply Side <ul style="list-style-type: none"> Have alternative supplies and forms of energy been detailed? Is an understanding of tariffs and costs shown? 			(10)
6	Recommendations <ul style="list-style-type: none"> Are recommendations clearly outlined and justified? 			(5)
7	Presentations <ul style="list-style-type: none"> Is presentation clear with use of diagrams, graphs and other appropriate graphics? Is layout logical and easy to follow? Are any calculations explained and sources of data recorded? 			(5)
8	Relevance to Brief <ul style="list-style-type: none"> Does the assignment fulfill the requirements of the brief agreed with CEP? 			(10)
TOTAL SCORE				(60)
			(achieved)	(possible)

Insert the Total Score Achieved from the In-depth CBS Audit into the Assessment Summary Form	Total Score Achieved	Total Score Possible
		60

Summary of Assessment

What areas have been identified as requiring further work? Explain why.

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Is the overall standard achieved in the audit submitted acceptable for reaccreditation?

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Is any further action required? If yes, outline the steps recommended.

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Assessors Name:		Qualifications:	
Date Received:		Assessment Date:	