



CARBON AUDITOR

Carbon Auditor Certification Policy and Guidelines

Issued by the CEP
(Carbon and Energy Professionals New Zealand)

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1. Overview

CEP aims to ensure a high standard of professional conduct and execution from its certified professionals. The conditions, procedures and process below apply to the granting of CEP certification as a Carbon Auditor.

2. Requirements

The requirements for certification as a CEP Certified Carbon Auditor will be as follows:

- A. Sign-up to CEP's Code of Ethics and disciplinary procedures;
- B. Sign-up to ongoing CPD requirements as specified by CEP;
- C. Successful completion of the CEP online examination (75% pass mark); and
- D. The completion of two written carbon audits that are deemed of a "high" standard as assessed by an authorised CEP assessor. The minimum components of submitted audits are listed in Appendix A.

3. Certification Fees

The auditor application fee will be set by CEP and adjusted from time to time.

Parts C and D will carry separate fees, although a combined fee is available.

Subsequent applications following an unsuccessful application will be charged at rates set by CEP from time to time.

4. Process

Element	Action	Cost (Excl. GST)
A	Code of Ethics <i>(Read and agree on application)</i>	No cost
B	CPD Recording <i>(On application)</i>	No cost
C	CEP Carbon Auditor Online Exam – One attempt only <i>(Apply for within six (6) months of application for certification)</i>	\$300.00
D	Submit two written Carbon Audits to CEP <i>(Within twelve (12) months of application for certification)</i>	\$700.00
C & D	CEP Carbon Auditor Exam and submit two written Carbon Audits to CEP	\$750.00



Parts C and D do not need to be completed sequentially.

Up to three attempts at Part C are permitted. Candidates not completing Part C within two attempts will be required to undertake CEP designated training (or equivalent) before further attempts at Part C.

Audits submitted in satisfaction of Part D need to have been prepared within twelve (12) months either side of the certification application date.

5. Annual Registration Fee

Continuing registration will carry an annual fee of \$350+GST, or for CEP Members \$200+GST.

The continuing registration fee will commence from the anniversary of application and may be applied pro rata.

6. Designation

The designation of Certified Carbon Auditor will only be granted to candidates on satisfaction of all four Parts.

7. Assessors

Assessors will be appointed by CEP's Training and Accreditation Sub Committee and a register of approved assessors will be held by CEP.

CEP assessors are bound by a confidentiality agreement and are not permitted to discuss contents of audit reports with any parties other than CEP staff, the CEP Training and Accreditation Sub Committee and other assessors for the purpose of clarification.



Appendix A - Minimum Components Required for Audit Quality Assessment

Audits submitted for assessment for qualification as a CEP Certified Carbon Auditor must include:

- Description of the candidate's role in the audit, e.g. Lead Verifier, team member. If not Lead Verifier, the description should include detail on the candidate's specific roles and responsibilities in the audit
- Specification of the Audit Agenda
- The Audit Report
- Audit Findings
- Assurance Statement

One of the submitted audits must satisfy the following conditions:

- Cover an organisation with either: a) minimum 10 staff, **or** b) covers more than one physical site **or** c) is for an organisation with a minimum turnover of NZ\$1m; and
- Includes transport emissions.

The second submitted audit is open.

Candidates are invited to submit other, relevant information that will support the verification of the audit as having been conducted to a high standard, for example supporting data. However, submission of confidential information without the permission of the audit subject is not required. Redacted reports are acceptable so long as there remains sufficient (in the view of the assessor) detail of information to conduct an assessment effectively.

CEP can provide a letter to clients confirming our confidentiality conditions for assessors.