



CARBON AUDITOR

Certified Carbon Auditor Applicant's Guide

Issued by Carbon and Energy Professionals New Zealand (CEP)

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1. Overview

Carbon and Energy Professionals New Zealand (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. Governance and oversight

CEPs Certification and Training Subcommittee (CATS) is responsible for oversight of this certification scheme on behalf of the CEP Board.

3. Requirements

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

1. Submit a completed application form with required supporting documentation
2. Understanding and acceptance of CEP's [Code of Ethics and Code of Professional Conduct](#)
3. Understanding and acceptance of CEP's [Disciplinary procedures](#)
4. Understanding and acceptance of ongoing CPD requirements as specified in CEP's [CPD Manual](#).
5. Successful completion of the CEP online examination (75% pass mark); and
6. The completion of the Experience Assessment, which comprises two parts:
 - a. A **Document Assessment** based on two carbon audit reports written to ISO14064:3 requirements. The submitted reports will suggest the demonstration of competence. The applicant is advised to submit different reports rather than two of the same, e.g. one factory and one office rather than two offices or similar. The greater depth and breadth the applicant can demonstrate through their reports, the better.
 - b. A **Panel Interview** based around the two audit reports and a case study (provided by CEP). This will explore the applicant's ability to apply the knowledge and principles required to prepare reports to ISO14064:3. The interview panel will comprise three assessors.

The minimum components of submitted audits are listed in Appendix C.

4. Certification Fees

The Carbon Auditor Certification application fee will be set by CEP and adjusted from time to time.

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

Visit [CEP website](#) for current pricing information.

5. Process and Fees

Part	Action	Cost (Excl. GST / NZD)
A	Application Form/s <i>(Certified Carbon Auditor Examination and Certified Carbon Auditor Experience Assessment)</i>	No cost
B	Agree to Code of Ethics, Code of Conduct and Disciplinary procedures <i>(As per application form)</i>	No cost
C	Agree to CPD Recording <i>(As per application form)</i>	No cost
D	Carbon Auditor Certification Online Exam <i>(Apply before your Certified Carbon Auditor Experience Assessment application or within six (6) months of passing your Certified Carbon Auditor Experience Assessment)</i>	See fees CEP website
E	Carbon Auditor Experience Assessment Two written Carbon Audit reports submitted for a Document Assessment and Interview. <i>(To be completed within twenty four (24) months of completing and passing the Certified Carbon Auditor Examination)</i>	See fees CEP website

Parts D and E do not need to be completed sequentially; however, it is expected that it will be the normal order of events.

Audit reports submitted in satisfaction of Part E need to have been prepared within twelve (12) months either side of the certification Certified Carbon Auditor Experience Assessment approval date.

6. Certification Scheme Fee

Continuing registration carries an annual fee to be part of CEP's Certification Scheme. This becomes payable when you first join the Scheme and annually thereafter. This fee contributes to the costs of administering the Scheme including the provision of verifiable digital badges. The certification holder fee applies per person, not per certification.

CEP fees will be revised annually and published on the [CEP website](#).

7. Designation

The designation of **Certified Carbon Auditor** will only be granted to candidates on satisfaction of Parts A to E.

8. Assessors

Carbon Auditor Assessors will be appointed by CEP's Certification and Training Sub Committee (CATS) and a register of approved Carbon Auditor 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 Certification and Training Sub Committee and other assessors for the purpose of clarification.

9. Appeals Process

An appeals process is available where applicants dispute any aspect of an application for Certified Carbon Auditor.

If an unsuccessful applicant wishes to appeal the Assessor's decision, they must make a written appeal to CEP within one month of being notified of the outcome. This will be tabled at the next CEP Governance meeting.

The Chairperson of CEP is then to establish an Appeals Committee to consider both the appeal and the assessments, and provide recommendations back to the Chairperson. The Chairperson is to carry out any further enquires considered necessary and recommend a course of action to the CEP Executive Officer. In the event that the Chairperson is also an assessor this duty will be delegated to another Governance Committee Member.

Appendix A – Certified Carbon Auditor Examination Framework

Components:	One (1) Examination, open book
Delivery:	Online
Examination structure:	100 minutes, 100 marks.
Passmark:	75%

Component sections cover:

- Auditing Principles and Terminology – Multiple Choice, (24%)
- Verification Planning – Multiple Choice, (7%)
- Verification Execution – Multiple Choice, (7%)
- Verification Reporting – Multiple Choice and answer insertion (21%)
- Verification Opinion - Multiple Choice from a case study (41%)

General Description and Information

- The examination assessment is conducted online using the Classmarker platform.
- Access information and password will be provided to candidates on submission of a Certified Carbon Auditor Examination application and payment of the examination fee (see [CEP website](#) for cost).
- Access to the examination assessment will be permitted once, so please make sure you allocate sufficient time to undertake the examination assessment in one sitting. It is recommended this is done in an isolated room with reliable internet access and potential distractions, such as mobile phones, disabled.
- Once the examination assessment is started it will remain open for the specified time unless the candidate concludes and submits early.
- Questions can be reviewed and revised during the examination assessment, i.e. are not locked when you move to a subsequent question, but cannot be revised after final submission.
- It is not mandatory to answer every question although, obviously, omitted questions score zero marks.
- Most questions involve partial deductions for incorrect multiple choice answers.
- The examination assessment requires CEP review. An indicative mark is provided immediately but will not be your official assessment mark. This will be issued following review and the examination assessment of a small number of open questions.
- It is recommended candidates who finish early, do not submit early, rather they use the time to review answers.
- Re-sits will require a further application and fee (see [CEP website](#) for cost) if completed within 1 calendar month of the completed examination assessment (see [CEP website](#) for cost) if later than 1 calendar month of the completed examination assessment.

Appendix B – Certified Carbon Auditor Experience Assessment Process

The Certified Carbon Auditor qualification is dependent on passing the Certified Carbon Auditor Exam and both elements of the Certified Carbon Auditor Experience Assessment which comprise two parts: a **Document Assessment** and a **Panel Interview**.

The Experience Assessment Application process will normally follow these steps:

Step	Action	Indicative Timelines
1	Application fully completed with supporting documentation and sent to CEP.	Either before or after taking the online exam.
2	CEP will invoice the applicant.	Within 1 week of receiving application
3	CEP will select appropriate Lead Assessor and Panel Members as well as book interview date.	Within 1 week of receiving application
4	Once payment is received, CEP will send application to Lead Assessor for the document assessment. <i>NB: Within 20 working days, the assessor will complete assessment and return assessment form to CEP office and confirm interview date.</i>	Within 1 week of receiving payment
5	CEP will advise applicant of the outcome of the document assessment. a) If the outcome is a 'pass', the applicant will be advised of the interview date. b) If the outcome is a 'not passed, the applicant will be given the opportunity to discuss with CEP office and has the option to appeal the decision.	Within 1 week of receiving document assessment outcome from assessor
6	CEP will email applicant the Case Study document prior to panel interview. <i>NB: CEP office will contact applicant to confirm receipt of the document prior to online interview starting.</i>	On the day of the interview, 45 minutes prior to interview
7	Applicant's online interview with three panel members.	Interview 90 minutes approx.
8	The interview panel will deliberate and make a recommendation to CEP.	After the interview
9	The Lead assessor will write the formal feedback and return the completed assessment form to CEP, having been endorsed by all panel members.	1-3 working days following the interview
10	CEP will send recommendation to CATS for formal approval.	1-2 working days following receipt of interview assessment outcome
11	Following approval confirmation from CATS, CEP will advise applicant of outcome.	1-2 working days following CATS decision
12	CEP will email applicant the relevant documentation including logo, e-certificate, profile form (optional) and invite feedback on process.	Within 1 week of approval



Certification Fees

The Certified Carbon Auditor Exam and any related training must be scheduled and paid for separately to the Certified Carbon Auditor Experience Assessment fee.

Timelines for Exam and Experience Assessment

The online exam must be completed within six (6) months of passing the Certified Carbon Auditor Experience Assessment application.

The Certified Carbon Auditor Experience Assessment must be completed within twenty-four (24) months of passing the exam.

Termination of application

If CEP has not received any supporting documentation or communications from the applicant regarding the status of an application within twelve (12) months of receiving the initial Experience Assessment application, CEP will deem the application void and the applicant will have to reapply.

Refunds

A partial refund or extension to the 24-month period may be made at CEP's discretion should an applicant need to withdraw or postpone either element of the Certified Carbon Auditor Experience Assessment due to extenuating circumstances.

Requests for variation to the assessment period must be received by the office in writing before the 24-month period is due to expire.

Appeals Process

If you wish to appeal the decision of the Certification and Training Subcommittee (CATS) related to your application, you must follow the CEP appeals procedure which can be found in Section 9 of this document.

Appendix C - Minimum Components Required for Audit Report for Experience Assessment

Audit reports submitted for the Certified Carbon Auditor Experience Assessment for qualification as a CEP Certified Carbon Auditor must include:

- Description of the candidate's role in the audit, eg. Lead Auditor, Sole Auditor or other role. If other role - the description should include detail on the candidate's specific roles and responsibilities in the audit;
- Greenhouse Gas (GHG) Report;
- Verification Opinion;
- Findings;
- Audit plan and agenda; and
- Independent Reviewer's Report

Please note:

One of the submitted audit reports must include transport emissions and also satisfy and cover an organisation with at least one of the following conditions:

- 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.

The second submitted audit report is open.

Confidentiality

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.