**Certified Process Heat Emissions Plan Reviewer   
Applicant Self-Assessment Form**

1. Purpose

This form is intended to facilitate applicants interested in becoming a Certified Process Heat Emissions Plan Reviewer (PHEPR), assess their existing skills, knowledge and experience for suitability and identify areas where skills, knowledge or experience will need to be built.

This form is not part of the formal application documentation, it is intended to help candidates critically assess their likely success and prepare suitable documentation for formal application. This form does not need to be submitted with your application.

1. Completion Guide
   1. Criteria Categories

Your application will be assessed against 23 criteria, such as technical skills, analytical skills and practical skills.

The criteria are grouped into three categories as follows:

Process Heat and Efficiency

Emissions Factors and Emissions Calculations

Financial Analytical and Modelling Ability

* 1. Scoring

To be successful, you will need to achieve a minimum of 75% overall with a minimum of 70% in each category. You do not need to achieve a minimum of 70% against each criterion but you will need to achieve that level (70%) for each of the three categories.

This self-assessment worksheet is very similar to the assessment proforma your assessor will use. The categories and weightings are the same. The main difference is that your assessor is reliant on the documented evidence you provide. If your self-assessment and evidence scores are materially different, you may like to think about providing different evidence. If your self-assessment score is low, maybe think about differing you application to build stronger experience before applying.

* 1. Self-assessment Worksheet Columns Explained

The self-assessment worksheet lists the 23 criteria against which your experience will be assessed and blank cells to allow you to assess your experience critically against each criterion.

**Weightings –** The weighted scoring listed, assigns varying importance to criterion for evaluation.

**Self-rating -** Evaluate your skills, knowledge and experience level for each criterion, within the rating scale of zero (0) to ten (10), where 0 is non-existent and 10 is expert level.

**Evidenced by** - Record the tangible evidence you would submit to support an application against each criterion.

**Evidence Strength -** Make a critical assessment of how strong your supporting evidence would be to an independent assessor using a scale of one (1) to ten (10), where 1 is very weak and 10 is extremely strong.

* 1. Assessor

The assessor will be looking for strong evidence to support your application. They are obliged to assess suitability based on the submitted evidence and a subsequent interview. Please note, the assessor will not see your self-assessment form, it is intended to help you refine your application and put forward a successful application.

In making applications, it is incumbent on the applicant to demonstrate competence, not on CEP or CEP assessors to prove a lack of competence. Applications will have a stronger chance of success and be processed more quickly if they are detailed, thorough and supported by robust documentation. Gaps in supporting documentation will cause delays in processing and acceptance.

1. Self-assessment Worksheet

| **Item** | **A**  **Demonstrated Capability  Criterion** | **B**  **Weighting** | **C**  **Self-rating** (0-10) | **D**  **Weighted rating**  **BxC** | **E**  **Evidenced by** | **F**  **Evidence Strength** (1-10) | **G**  **Weighted strength**  **BxF** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **PROCESS HEAT AND EFFICIENCY** | | | | | | |
| 1.1 | **Technical skills** in assessing and improving industrial processes. | 3 |  |  |  |  |  |
| 1.2 | **Analytical skills** in relevant business sectors and industrial processes. | 3 |  |  |  |  |  |
| 1.3 | **Practical skills** in relevant business sectors and processes. | 3 |  |  |  |  |  |
| 1.4 | **Experience** in relevant business sectors and processes. | 3 |  |  |  |  |  |
| 1.5 | **Identifying** energy usage issues in an organisation. | 3 |  |  |  |  |  |
| 1.6 | **Knowledge** of different fuel types, their relative merits in different applications, required technologies for use and supply chain constraints, including costing of overcoming electrification constraints. | 3 |  |  |  |  |  |
| 1.7 | **Ability** to provide robust and actionable options analysis. | 3 |  |  |  |  |  |
| 1.8 | **Ability** to identify and provide pragmatic solutions that improve the efficiency and effectiveness of process heat provision at subject site(s). | 1 |  |  |  |  |  |
| 1.9 | **Planning skills** to enable clients to identify ***technically*** viable investments for their businesses. | 2 |  |  |  |  |  |
| 1.10 | **Planning skills** to enable clients to identify ***economically*** viable investments for their businesses. | 2 |  |  |  |  |  |
| 1.11 | **Judgement** in weighing the merits of potentially conflicting or mutually exclusive options. | 2 |  |  |  |  |  |
| 1.12 | **Demonstrate** knowledge and ability to apply basic Measurement and Verification techniques. | 3 |  |  |  |  |  |
| 1.13 | **Ability** to set justifiable and effective boundaries around the process heat installations to provide clarity regarding the emissions plan and the measurement and justification of its success. | 3 |  |  |  |  |  |
| 1.14 | **Ability** to distinguish between offsetting emissions and reducing gross emissions. | 3 |  |  |  |  |  |
| 1.15 | **Ability** to apply effectively relevant process integration tools and indicators. | 2 |  |  |  |  |  |
| 1.16 | Abilityto focus on medium and long-term planning. | 1 |  |  |  |  |  |
| 1.17 | Ability to adopt innovative, systems approach to solution development. | 1 |  |  |  |  |  |
|  | **Category 1 totals** |  |  | Σ |  |  | Σ |
|  | **Category 1 Available** |  |  | 410 |  |  | 410 |
| **2** | **EMISSIONS FACTORS AND EMISSIONS CALCULATIONS** | | | | | | |
| 2.1 | Experience of understanding and applying emission factors. | 3 |  |  |  |  |  |
|  | **Category 2 Total** |  |  | Σ |  |  | Σ |
|  | **Category 2 Available** |  |  | 30 |  |  | 30 |
| **3** | **FINANCIAL ANALYTICAL AND MODELLING ABILITY** | | | | | | |
| 3.1 | Ability to support identified options with robust capital and operating cost estimates. | 3 |  |  |  |  |  |
| 3.2 | Skills in applying financial analysis techniques, including NPV and IRR, as a minimum. | 2 |  |  |  |  |  |
| 3.3 | Experience in applying financial analysis techniques, including NPV and IRR, as a minimum, in industrial and/or manufacturing contexts. | 2 |  |  |  |  |  |
| 3.4 | Skills in applying energy and carbon focused analysis techniques, such as Levelised Cost of Energy and Marginal Abatement Cost. | 2 |  |  |  |  |  |
| 3.5 | Experience in applying energy and carbon focused analysis techniques, such as Levelised Cost of Energy and Marginal Abatement Cost. | 2 |  |  |  |  |  |
|  | **Category 3 Total** |  |  | Σ |  |  | Σ |
|  | **Category 3 Available** |  |  | 110 |  |  | 110 |

You will require an overall average of 75% to be successful with a minimum of 70% required for each category.