

This document applies to the energy efficiency audit report which is to be **submitted by the Applicant**.

**Content**

- All calculations are to be checked for mathematical accuracy
- The report should be written in proper prose. The language should be clear, concise and understandable
- All numbers related to the results should be supported by information showing how they were derived.

**Graphical/table/chart presentation**

- Graphics/table/chart must be clearly titled and units used must be identified
- Graphs and plots should be printed in colour for clarity

**General**

- SI units are to be used
- The report should be printed on both sides to save paper
- A soft copy of the report, the raw measurement data in a readable file format, photos and other relevant documents shall be sent to SFA

**Each report should include, but not be limited to, the following:**

1. Cover page
  - Report title
  - Name of farm and location (for which facility/building/farm has been audited)
  - Date of report
  - Details of ESCO (e.g., name of ESCO, project officers)
2. Introduction
  - Objectives of audit
  - Date(s) of audit
  - Description of facility/building/farm audited – GFA, type of usage, occupancy, hours of operation, age, etc.
  - Key systems and equipment analysed
  - Breakdown of energy consumption in pie chart
3. Methodology
  - Method statement detailing instrument installation and measurement procedure
  - Measurement error analysis
4. Data analysis and findings
  - Baseline energy consumption and the methodology used to establish it
  - Description of systems or equipment audited, e.g. their capacities and ratings, design and operating conditions, equipment schedules, information such as the type of systems, types of controls, auxiliary equipment, etc.

- Measurement and monitoring of the performance of systems or equipment, including data plots of performance of systems or equipment audited
  - Energy efficiency of equipment compared against industrial benchmarks
  - Findings and observations
5. Identified energy saving measures
- Description of the present situation and shortcomings identified
  - Recommended energy saving measures with detailed and clear calculations of the predicted annual energy and cost savings
6. Appendix
- Additional information of significant importance can be presented here, including:*
- Schematics and layout drawings of facility or building audited
  - Details of instrumentation used – parameters monitored and duration of monitoring for each parameter