

Guidelines for Walk-through Energy Audit of SMEs/ Buildings**1. Objective**

The objective of the walk-through energy audit is to identify the areas of potential for energy conservation and energy efficiency. The scope of walk-through energy audit is to establish energy consumption through energy bills and invoices in the industrial units, organizations/ firms etc., obtain data related to production, estimate the scope of energy savings, identification of no-cost/ low-cost savings, setting up of baseline point for energy consumption. With the focus of tapping energy saving potential for energy conservation and energy efficiency in SMEs/ Commercial buildings other than designated consumers in the state of Punjab, PEDA introduces walk-through energy audit through PEDA empanelled Energy Auditors / Energy Auditing Firms.

2. Scope

Under walk-through energy audit, the target is to carry out 100 walk-through energy audits in identified SMEs and Commercial buildings having connected load of greater than 100 kW or contract demand of 120 kVA within the state of Punjab.

3. Terms & Conditions

- It is applicable to SMEs and Commercial buildings having connected load of greater than 100 kW or contract demand of 120 kVA.
- It is not applicable to "Designated Consumers".
- The consumer should conduct the walk-through energy audit only through PEDA empanelled Energy Auditors / Energy Auditing Firms.
- The PEDA empanelled Energy Auditors / Energy Auditing Firms shall prepare the list of SMEs and Commercial buildings for carrying out walk-through audit and select the same in consultation with PEDA.
- Prior approval from PEDA is required by PEDA empanelled Energy Auditors / Energy Auditing Firms for carrying out walk-through audit from selected SMEs/ Commercial buildings.
- The walk-through audit fee @ **Rs. 10,000/- per consumer** inclusive of all taxes/ levies shall be paid by PEDA to PEDA empanelled Energy Auditors / Energy Auditing Firms after the approval of walk-through energy audit report.



- The interested consumer should be willing to share all the information, related to their energy consumption and production, with the energy auditor during walk-through audit.
- Any unit which has already availed financial assistance from any government organization to carry out walk-through audit during the past 3 years will not be eligible for this assistance.
- The hard copy and soft copy of final walk-through energy audit report along with all other documents must be reached at PEDA office Chandigarh on or before the date fixed by PEDA.
- Energy Auditors may be called in PEDA office for making power point presentation on walk-through energy audit.

4. Implementation Methodology and details required

- The guidelines for walk-through energy audit will be uploaded on the PEDA website.
- Application Form for walk through energy audit (**Annexure-I**).
- The undertaking from PEDA empanelled Energy Auditors / Energy Auditing Firms to conduct walk-through audit (**Annexure-II**).
- The PEDA empanelled energy auditors / energy auditing firms will prepare and submit one copy of final walk-through audit report to PEDA and one copy to SMEs / Consumers in prescribed format (**Annexure-III**).
- List of identified Energy Conservation opportunities (ENCON) and measures.
- Original bill/ invoice.



PUNJAB ENERGY DEVELOPMENT AGENCY (PEDA)
Solar Passive Complex, Plot No. 1&2, Sector-33D, Chandigarh-160034

Application for Walk-through Energy Audit of SMEs / Commercial buildings

Date of Application:

Details of SME/ Building

Name of SME/ Building	
Address for Communication & Contact No.	
Whether small / medium category or Building having connected load greater than 100 kW or contract demand of 120 kVA	
SMEs Certificate No. (Copy to be enclosed)	
Year of Establishment	
Connected Load (kW)	
Contract Demand (kVA)	
Sector/ Type of Industry/ Building	
Name & Designation of Authorized Representative	
Status of the SMEs/ Building (Whether private, public etc.)	
SME Turnover (Rs. in lakhs)	
No. of Employees	
Approximate Floor Area (in case of building)	

I, _____ (Name), _____ (Designation),
_____ (Units Name) hereby undertake that:

- (a) I have gone through the details of the Application for Walk-through Energy Audit and hereby give my consent to carry out Walk-through Energy Audit of my unit from _____ (PEDA Empanelled Energy Auditor / Energy Auditing Firm).
- (b) I am interested to take up the detailed energy audit of my unit/building and giving undertaking to implement 50% of the energy audit report recommendations suggested by the energy auditor.
- (c) It is further certified that we have not availed financial assistance for the same purposes from any Govt. organization during the past three years.

Signature along with Name and seal of
the authorized representative of SME/ Building



ANNEXURE-II

Certificate and Undertaking by the PEDA empanelled Energy Auditors / Energy Auditing Firms:

It is certified that the undersigned has visited M/s. _____ (Name of SME/ Building) on dated _____ and verified that the unit is a SME / Building and found eligible as per the guidelines of Walk-through Energy audit for the state of Punjab.

Signature and seal of the authorized
representative of
Energy Auditor / Energy Auditing Firm

Name:

Designation:

Date:



**REPORT ON WALK THROUGH ENERGY AUDIT
CONTENTS**

i. Acknowledgement

ii. Executive Summary

Energy Audit Options & Recommendations

1. Establishment energy consumption in the organization and activity with brief layout / process flow.
2. Estimate the scope for saving
3. Identify the most likely (and the easiest areas for attention
4. Identify immediate (especially no-/low-cost) improvements / savings
5. Set a ‘reference point’
6. Identify areas for more detailed study / measurement
7. Preliminary energy audit uses existing, or easily obtained data
8. Copy of one latest energy bill.
9. Other energy forms used (Oil/Gas/Diesel etc.).
10. Any renewable energy
11. In a process plant – Process flow chart

ANNEXURE

A1. List of Energy Audit Worksheets

A2. List of Major Energy Consuming Equipments

Table 1: Executive Summary

Sr. No.	Energy Saving Recommendations	Savings (kWh)
	Total	

Table 2: Electricity bill details