

Project-based activities document updates

Information for accredited persons



11 February 2021



We have updated several of our project-based activities guidance documents based on stakeholder feedback.

All project-based activities participants should familiarise themselves and understand the changes as some may affect your project(s).

Summary of updates to project-based activities guidance documents

Our project-based activities guidance documents have been updated based on feedback from internal and external stakeholders. For a complete understanding of changes to PBA guidance documents we recommend that you read documents in full.

All measurement and verification documents are available at www.esc.vic.gov.au/m-and-v

All benchmark rating documents are available at www.esc.vic.gov.au/benchmarkrating

Document	Summary of changes
Measurement and verification method activity guide	<ul style="list-style-type: none">• Updated 'activity start date' and 'activity end date' to 'project works start date' and 'project works end date', respectively• Included solar inverter recommendations• Included metering recommendations• Clarified information for placeholder project plans. They will no longer be accepted as of 1 July 2021• Included a note about the 'activity date' to use when creating an activity in the portal• Clarified section 6.1.1: auditing of projects



- Clarified that a baseline measurement period should be 12 months or cover a full operating cycle. Evidence is required to justify a shorter baseline period

[Measurement and verification method compliance requirements](#)

- Updated 'activity start date' and 'activity end date' to 'project works start date' and 'project works end date', respectively
- Clarified that photos of all incumbent equipment related to the project must be provided
- Clarified that photos of all upgraded equipment must be provided

[Scoping plan approval form – project-based activities: measurement and verification](#)

- Minor updates (e.g. formatting changes)
- Corrected undertakings

[Project plan approval form – project-based activities: measurement and verification](#)

- Updated 'activity start date' and 'activity end date' to 'project works start date' and 'project works end date', respectively
- Clarified question 13

[Scoping and project plan approval form – project-based activities: measurement and verification](#)

- Updated as per separate scoping plan approval form and project plan approval form

[Impact report approval form – project-based activities: measurement and verification](#)

- Updated 'activity start date' and 'activity end date' to 'project works start date' and 'project works end date', respectively
- Clarified that photos of all upgraded equipment must be provided

[Impact report checklist – project-based activities: measurement and verification](#)

- Updated 'activity start date' and 'activity end date' to 'project works start date' and 'project works end date', respectively
- Updated questions related to renewable energy

[Application for approved measurement and verification professionals](#)

- Clarified questions

[Guide for approved measurement and verification professionals](#)

- Minor changes (e.g. formatting changes)



Conflict of interest declaration – project-based activities: benchmark rating	<ul style="list-style-type: none">• Changed conflict of interest requirements where the assessor is different for the baseline rating report and the first reporting rating report
Benchmark rating method activity guide	<ul style="list-style-type: none">• Changed conflict of interest requirements• Updated ‘activity start date’ and ‘activity end date’ to ‘project works start date’ and ‘project works end date’, respectively• Minor updates (e.g. formatting changes)
Benchmark rating method compliance requirements	<ul style="list-style-type: none">• Updated ‘activity start date’ and ‘activity end date’ to ‘project works start date’ and ‘project works end date’, respectively• Minor updates (e.g. formatting changes)
Scoping plan approval form – project-based activities: benchmark rating	<ul style="list-style-type: none">• Corrected undertakings• Minor updates (e.g. formatting changes)
Project plan approval form – project-based activities: benchmark rating	<ul style="list-style-type: none">• Updated ‘activity start date’ and ‘activity end date’ to ‘project works start date’ and ‘project works end date’, respectively
Scoping and project plan approval form – project-based activities: benchmark rating	<ul style="list-style-type: none">• Updated as per separate Scoping Plan Approval Form and Project Plan Approval Form
Impact report approval form – project-based activities: benchmark rating	<ul style="list-style-type: none">• Updated ‘activity start date’ and ‘activity end date’ to ‘project works start date’ and ‘project works end date’, respectively
Template letter of consent to release information	<ul style="list-style-type: none">• Minor updates (e.g. formatting changes)

Where to get help

If you have any questions or feedback with respect to matters set out in this program update, please contact VEU Support on (03) 9032 1310 or veu@esc.vic.gov.au

