

# Model Scope of Work for Empaneled AEA Agency

## 1. RCO Verification Audit should be carried out in line with the MoP Notification on RCO dtd. 20 October 2023, with latest amendments.

- The agency carrying RCO verification audit should be empaneled by BEE for any of the industrial sector notified as designated consumer.
- RCO profoma (formats) prepared by BEE for submission of compliance will be used for this verification audit. The RCO notification and its amendments, correspondences issued by MoP, BEE, along with proforma's (formats) can be downloaded from BEE's website.

## 2. Data collection and Verification:

- Collecting and reviewing the data on the total energy consumption and non-fossil energy consumption in consultation with energy manager, appointed by the designated consumer obligated under RCO.
- Verification of energy distribution including consumption from various sources like DISCOMs, own generation, purchase through bilateral agreement etc and as per the details given in the format.
- Reviewing and validating the collected data through examination of energy bills, production data, inspection of energy-using equipment and instrumentation, discussion or interview with relevant officers and staff at the DC regarding operation of plants, energy management procedures. Establish validated data on quarterly and annual energy consumption.
- Verification of authenticity and accuracy of energy consumption data provided by obligated entity.
- Data will be verified for the previous financial year (i.e. the target year).

## 3. Audit and Compliance Assessment:

- Conducting annual audits to ensure compliance with RCO requirements within prescribed timelines.
- Assessing the entity's compliance with RCO targets as mandated by MoP for the target year.
- Identifying any shortfalls or excesses in renewable energy procurement.

## 4. Reporting:

- Preparation and submission of detailed report on the entity's RCO compliance status.
- The report should highlight extent of compliance made actual RE purchase and through RECs and suggest necessary actions.
- The report should highlight areas of non-compliance and suggest corrective actions.
- Trend of RCO compliance by the designated consumer in the previous 3 years.
- Current RE integration and future plans thereof by the designated consumers.
- Submission of RCO compliance on quarterly and annual basis.

## 5. Supporting Continual Improvement of RCO Compliance Monitoring System:

- Based on audit findings, providing support and recommendations for continual improvement in implementing and maintaining a transparent mechanism for monitoring and verification of RCO compliance.
- Providing recommendations for maintaining and improving the effectiveness of systems for RCO data collection, metering, and record keeping to support effective monitoring of RCO compliance.

## 6. Certification of Compliance or Shortfall by Empaneled AEA Agency:

- Issuing compliance certificates (as per Form D) to the obligated DC as required by the MoP and BEE.

# Table of Contents/Outline of Report to be submitted by Empaneled AEA Agency to DC

## 1. Executive Summary

- Brief outline of the report covering obligated DC profile, energy sources and consumption patterns, RCO compliance summary, and opportunities for improvements if any

## 2. Profile of the obligated DC

- Brief overview - of the obligated DC entity, beneficial owners, group company hierarchy, operations and locations etc.
- Current RCO obligations, modes of compliance leveraged.
- Other sustainable energy obligations - including RE 100 commitments, CBAM, Customer / Market imposed obligations, Reporting requirements and practices followed etc.

## 3. Electricity Sources (including conventional and RE)

- Overview of Electricity Sources - Details on consumption from Discom (Grid), Open Access, and Captive consumption for:
  - i. Conventional Electricity sources and their percentage shares - including Thermal, Co-generation, Other Fossil based and Nuclear
  - ii. RE Electricity sources including Wind, Hydro, Other RE, DRE
  - iii. Include a line diagram or schematic for both i and ii above
- Arrangements for Open Access - In case of open access, mention separately on arrangements including Bilateral PPA, and Purchase from Power Market
- Captive RE sources - In case of Captive RE sources, mention arrangements including Group Captive, Collaboration with RE Developers (Formation of SPV etc.)
- DRE Sources - In case of DRE sources, mention arrangements with DISCOMs (eg. Net Metering, Gross Metering or other applicable configurations)

## 4. Electricity Generation from WHR (if applicable)

- Include broad process description, flow diagram in each case
- Mention separately for each WHR process including Fossil based and Non-fossil based WHR
- Include separate mention for WHR from exothermic heat liberated from Process in Industry

## 5. Load profile / energy consumption details

- Major energy consumption avenues, and their percentage shares
- Broad process description, flow diagram for each major energy consumption avenue

## 6. Quarterly RCO compliance details (Form A) for all four quarters of the target year

## 7. Annual RCO compliance details (Form B)

## 8. Corporate Compliance details where applicable (Form C)

- In case of Distribution Licensees, corporate compliance can be opted for through the State Power Corporation or equivalent managing / holding entity common to all PSU discoms.
- In case of private sector distribution licensees, corporate compliance can be opted through the holding company as per RCO Operational Guidelines
- In case of corporate compliance, if the same Empaneled AEA Agency is retained for compliance assessment of all the obligated DCs involved, then a single RCO Compliance Report may be submitted covering all details as per these guidelines for all of the obligated DCs involved. Also, Forms A and B for each of the obligated DCs involved shall be appended with the Form C.

## 9. Certification by Empaneled AEA Agency (Form D)

## 10. Supporting Documentation

- Electricity purchase records, Calibration certificate of monitoring equipment, certificate of purchase of RE/REC.
- No objection certificate from DISCOMs incase of RE purchase by CPP and OA consumers from DISCOMs through requisition
- MoMs with Obligated entity for RCO verification audit.