



CHPQA Workshop
CHPQA Site Audit



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ICF: A brief snapshot

We are a global consulting and technology service provider



50+

Years of Experience
A Growing Global Company Since 1969

9,000+

Total team members

2,000+

Members work on climate

70

Offices Worldwide
Headquartered in Reston, VA

\$1.51B

Annual Revenue

>80

Nationalities

70+

Languages

54%

of people managers are women

CO₂ Neutral

Since 2006

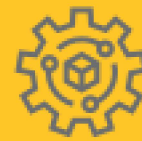
50%

of ICF offices are sustainable facilities



ICF role in CHPQA

- ✓ Carry out CHPQA site audits on behalf of DESNZ.
- ✓ Ensure that CHPQA standards and guidelines are met.
- ✓ Seek overall opportunities to improve CHPQA.



How do we do it?

- Evaluate all CHPQA schemes
- Review submitted information
- Joint discussion with DESNZ and Ricardo
- Shortlist schemes for site audit



When will schemes be notified?

- ❖ Audits will be carried out from June – November.
- ❖ Schemes will be notified from May.
- ❖ Aim to provide two week's notice prior to actual date of site audit.



What's involved during the audit?

- Review overall scheme performance
- Review CHPQA submissions
- Review data records and documentation
- Site walk-through
- Discuss specific issues on site

Preparing for site audit

Right people

Arrange for the right people to be on-site to facilitate the site audit. This may include RPs, site manager, equipment operators and admin team.

CHPQA Refresher

Refresh yourself and your team on CHPQA requirements and metrics. Be aware about CHPQA boundary and associated equipment.

Documentation & Records

Ensure all relevant CHPQA documentation and records are up-to-date and ready for review (meter readings, updated Single Line Diagrams, gas bills, GCV records, etc.)

Access Planning

Make necessary arrangements to facilitate access to CHPQA related equipment. Inform auditors in advance of for any specific health and safety requirements.

Communicate

Ensure internal team are aware and prepared for the site audit. Communicate openly with the auditor of any difficulties or challenges experienced on-site.

Follow-up Actions

Review audit findings and follow up actions required. Gather and submit additional information to address any specific issues identified during the site audit.

Thank you!

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