EDGE REMOTE AUDIT POLICY

Global Guidance on Remote Audits for EDGE Certification Undertaken During the COVID-19 Pandemic

This document outlines guidance for remote audits for EDGE certification, to be in effect starting Monday, April 20, 2020 until further notice.

I.　APPLICABILITY

When a project site is accessible to an On-site Inspector but not to the assigned EDGE Auditor due to the COVID-19 outbreak, a remote audit is acceptable.

If the project site is not accessible to anyone, for example, due to a transportation lockdown or state of emergency in a region, then the site audit must be postponed. Audit requirements must not compromise public health or safety.

II.　ROLES AND RESPONSIBILITIES

Auditor

The Auditor must determine in consultation with the project team/client if a remote audit is feasible for a specific site. This may be the case when the project site is not accessible to the Auditor due to a pandemic-related transportation lock down, at which point a remote audit may be the best (and only) option.

The Auditor must inform the Certifier by email about the decision prior to the audit and provide an explanation in the Auditor Comments section to be included as part of the submission documents within the EDGE App. The Auditor is still the sole party responsible for the quality and integrity of the audit. It is the responsibility of the Auditor to ensure that the On-site Inspector understands the systems related to the verification of the selected measures. The Auditor is also responsible for setting up access for the On-site Inspector to the site. The Auditor must develop a checklist and instructions for the On-site Inspector, detailing the measures.

On-site Inspector

An On-site Inspector is the designated representative who performs on-site inspections as directed by the Auditor. The On-site Inspector may be either a Client representative, an EDGE Expert or the Auditor's representative. In the case of an offline audit, the On-site Inspector must gain understanding of the verification requirements for systems related to the selected measures before performing the audit. The full name and contact information of the On-site Inspector must be uploaded to the project level data in the EDGE App as part of the audit documentation. The On-site Inspector will be granted access to the site at the discretion of the Client.

Certifier

The Certifier's responsibilities remain the same for a remote audit as a typical audit. The Certifier must ensure that all documents for the remote audit are uploaded properly to the EDGE App before approving the project for certification.

Client

The Client will coordinate with the Auditor to determine if a remote audit is feasible. It is recommended that the Client conduct pre-testing to ensure that the measures are in functioning order and ready to be documented before submitting the project for audit and before the site audit is conducted. For example, the Client must verify that the efficient lighting claimed in a lighting measure has been installed, and water fixtures are connected with running water at full pressure.

III.   HOW TO CONDUCT A REMOTE AUDIT

An Auditor has two choices to perform a remote audit:

Option 1. Offline Audit

This option requires thorough preparation by the Auditor and On-site Inspector ahead of the audit. The Auditor is responsible for making sure that the On-site Inspector has a clear and efficient plan to gather all the required information in the least number of visits.

a. The Auditor must prepare a detailed checklist for each project with clear instructions for each selected measure for the On-site Inspector.
b. The Auditor must perform a dedicated training before the On-site Inspector goes on-site to explain the process to the On-site Inspector and the Auditor's expectations for the documentation required as per the checklist. The training may take 1-2 hours or longer depending on the project.
c. The auditor must preselect the samples to be inspected and provide the sample list to the On-site Inspector just before the inspection begins, or no more than 24 hours prior to the inspection.
d. The On-site Inspector will refer to the checklist and samples list to take photos, videos, perform measurements, and answer any questions on the checklist.
e. The Auditor must upload the site audit data collected to the relevant measure or project-level upload sections in the EDGE App.

Option 2. Livestream Audit

This process is similar to a standard EDGE site audit process except that the Auditor must inspect the site remotely via a video call connection facilitated by an On-site Inspector.

a. The call can be conducted using any video calling application.
b. The EDGE Auditor must guide the On-site Inspector to the building parts that the Auditor wants to see, taking photos and videos as needed.
c. The Auditor must upload the site audit data into the EDGE App to the relevant measure or project-level upload sections.

IV.   REQUIRED ELEMENTS FOR ON-SITE EVIDENCE COLLECTION

The Auditor must share with the On-site Inspector examples of photos, videos and measurements taken for other projects during the preparation call, so that the On-site Inspector is well prepared to assist with the audit before going on-site.

Table 1 shows examples of measures and the related on-site information for an Auditor to collect with the help of an On-site Inspector.

Table 1. Sample of remote audit checklist

Project-level data	Photographs	Video	Measurements
Exterior view	Yes	Yes	--
Interior view	Yes	Yes	--
Measure-level data			
WWR	Yes	Yes	--
Reflective Paint	Yes	--	--
External Shading Devices	Yes	--	If applicable
Water Faucets	--	Yes	Yes. For water measures requiring flow-rate measurements, separate videos showing actual measurements using a calibrated bottle/container and timer clock must be uploaded.
Dual Flush Toilets	Yes	--	If applicable
Rainwater Harvesting	Yes	--	--

Photographs and videos must be date and time stamped with location information included.

- The On-site Inspector must place a whiteboard or paper with the date and time and location of the inspection within the picture frame, OR, automatic time and date and geo-data information must be activated using an App such as Timestamp Camera.
- The On-site Inspector must state the location, date and time while taking each video used as evidence. The On-site Inspector must also state the evidence for the measure being recorded on the video, for example, "LED lights are present," or "the measured water flow is 2 liters per minute."
- Videos taken for a specific measure, such as efficient lighting or measurements for water fixtures, must also show other parts of the building or exterior to confirm that the video is from the building being audited. The video highlighting one feature must pan to a view showing an exterior window with the view outside, or to a prominent part of the building that can be used as identification of the audited building.
- Video evidence is mandatory for measures that require water flow measurements such as shower heads and faucets.

For questions regarding a remote audit, please reach out to edge@ifc.org.