



Energy Sales Contract Compliance Checklist

Contract Initiation & Negotiation

Review and verification of initial contract terms and negotiation records.

Contract Initiation Date

Enter date...

Summary of Initial Negotiation Points

Write something...

Contract Type (e.g., PPA, Wholesale)

- ☐ Power Purchase Agreement (PPA)
- ☐ Wholesale Agreement
- ☐ Retail Agreement
- ☐ Other


Initial Contract Term (Years)

Enter a number...

Counterparty Name

Write something...

Initial Contract Draft

 Upload File

Legal & Regulatory Approvals

Tracking and documentation of all necessary legal and regulatory approvals.

Application Submission Date

Enter date...

Regulatory Body Involved

- ☐ Federal Energy Regulatory Commission (FERC)
- ☐ State Public Utilities Commission
- ☐ Environmental Protection Agency (EPA)
- ☐ Local Municipality

Application Reference/Tracking Number

Enter a number...

Approval/Permit Expiration Date

Enter date...

Approval Status

- ☐ Pending
- ☐ Approved
- ☐ Rejected
- ☐ Expired

Uploaded Approval Document

 Upload File

Pricing & Payment Terms

Verification of pricing structure, payment schedules, and invoicing accuracy.

Contracted Price per Unit

Enter a number...

Effective Date of Pricing

Enter date...

Payment Term (Days)

Enter a number...

Payment Method

- ☐ Wire Transfer
- ☐ ACH
- ☐ Check

Invoice Amount

Invoice Due Date

Late Payment Fee Amount

Service Level Agreements (SLAs)

Monitoring and documentation of SLA adherence and resolution of breaches.

Uptime Percentage (Target)

Downtime Duration (Maximum Allowed)

Last SLA Review Date

Response Time to Incident (Target)

SLA Performance Rating (Current)

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement
- ☐ Unacceptable

Summary of SLA Breaches (if any)

Write something...

Supporting Documentation (e.g., Performance Reports)

 Upload File

Supply & Delivery

Verification of supply chain integrity, delivery schedules, and quality control.

Scheduled Delivery Date

Enter date...

Scheduled Delivery Time

Quantity Delivered

Enter a number...

Quantity Short/Over

Enter a number...

Delivery Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Delivery Notes/Comments

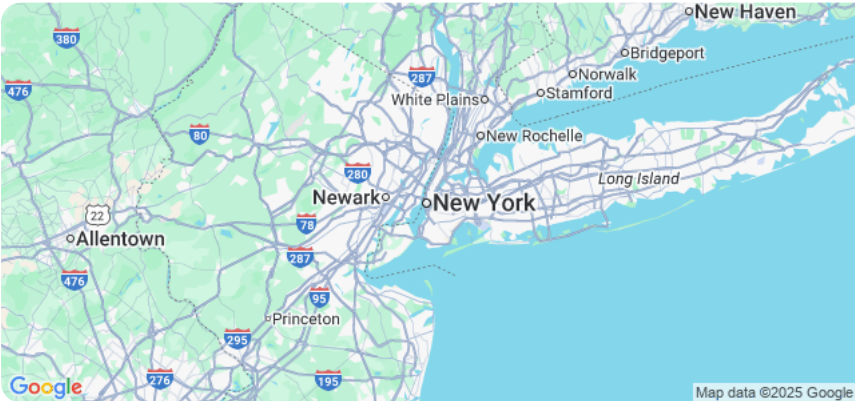
Write something...

Delivery Documentation (e.g., Bill of Lading)

 Upload File

Delivery Location Verified

 Set My Current Location



Metering & Reporting

Accuracy of meter readings, reporting procedures, and data validation.

Meter Reading - Current Period

Enter a number...

Meter Reading - Previous Period

Enter a number...

Energy Delivered (kWh)

Enter a number...

Invoicing Quantity (kWh)

Enter a number...

Meter Reading Date

Enter date...

Time of Reading

Meter Status

- ☐ Operational
- ☐ Faulty
- ☐ Calibration Required

Meter Reading Notes (e.g., discrepancies, anomalies)

Write something...

Contract Amendments & Renewals

Documentation of contract amendments, renewal processes, and termination procedures.

Original Contract Expiration Date

Enter date...

Amendment/Renewal Effective Date

Enter date...

Renewal Term (Years)

Enter a number...

Summary of Contract Amendments

Write something...

Amendment/Renewal Document

 Upload File

Renewal Type

- ☐ Automatic Renewal
- ☐ Negotiated Renewal
- ☐ No Renewal

Authorized Signatory (Renewal)

Compliance with Energy Regulations

Adherence to relevant energy market rules, environmental regulations, and safety standards.

Applicable Regulations (e.g., FERC, NERC, State Laws)

- ☐ FERC Regulations
- ☐ NERC Standards
- ☐ State Renewable Portfolio Standards (RPS)
- ☐ Local Environmental Permits
- ☐ Other (Specify in Long Text)

Specification of 'Other' Regulations (If selected above)


Write something...

Last Regulatory Compliance Training Completion Date

Enter date...

Permit Expiration Date (Year)

Uploaded Regulatory Compliance Documentation (Permits, Certificates)

 Upload File

Confirmation of Adherence to Current Regulations

☐ Yes

☐ No

Contract Performance Monitoring

Analysis of contract performance metrics, identification of areas for improvement, and risk mitigation.

Energy Delivered (MWh)

Contracted Price (\$/MWh)

Actual Price Realized (\$/MWh)

Price Deviation from Contract (%)

Enter a number...

Date of Performance Measurement

Enter date...

Performance Rating (Overall)

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Needs Improvement
- ☐ Poor

Notes on Performance Deviations & Actions Taken

Write something...

Record Keeping & Audit Trail

Maintenance of complete and accurate records of all contract-related activities for auditing purposes.

Record Creation Date

Enter date...

Summary of Key Contract Terms

Write something...

Scanned Contract Document

 Upload File

Contract Value (USD)

Enter a number...

Contract Reference Number

Write something...

Last Audit Date

Enter date...

Audit Comments / Findings

Write something...