ISO 50001

Energy Management Systems

A practical guide for SMEs











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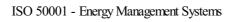
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Part 1: Commitment **Chapter 1: Energy Management** 1.1 Does your organization understand the benefits of managing its energy consumption? 1.2 Do you fully understand the importance of commitment in achieving sustainable improvements in energy J _{Yes} 1.3 Does your organization have any form of EnMS? 1.4 Do you know how all the parts of an effective energy management system fit together? **Chapter 2: Scope and Boundaries** 2.1 Have you decided and documented what the scope of the EnMS is? 2.2 Have you decided and documented which parts of your organization will be included in the EnMS? JYes □ No **Chapter 3: Energy policy** 3.1 Does your organization appreciate the benefits of business policies? 3.2 Do you have an energy policy or an environmental policy that includes energy? **Chapter 4: Resources** 4.1 Does your organization have an established management structure? 4.2 Has your organization identified the resources needed for the successful operation of its EnMS? J Yes 4.3 Have you identified a senior person to take responsibility for implementing the EnMS?







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4.4 Does	es each person have enough time and authority to do their part?	
Yes	No	
	es your organization have a designated energy manager?	
Yes	No	





Part 2: Planning		
Chapter 5: Planning		
5.1 Do you have senior and middle management commitment?		
Yes No		
Chapter 6: Legal and other requirements		
6.1 Have you identified all laws that apply to your use of energy?		
Yes No		
6.2 Have you identified all other requirements that apply to your use of energy?		
Yes No		
6.3 Have you assigned responsibility to the relevant people to ensure compliance with the relevant laws and other requirements?		
Yes No		
Tes UNU		
Chapter 7: Energy review		
7.1 Have you collected all available data related to your energy sources?		
Yes No		
7.2 Have you analysed your past and present energy use and consumption and estimated future energy use and consumption?		
Yes No		
7.3 Have you identified the significant energy uses (SEUs) in your scope and boundaries?		
☐ Yes ☐ No		
7.4 Have you identified and quantified the relevant variables that affect your consumption of energy?		
☐ Yes ☐ No		
7.5 Have you identified data sources to facilitate performance analysis?		
Yes No		
7.6 Have you analysed your energy performance?		
Yes No		
7.7 Have you formulated the Energy Baseline(s) (EnBs) and EnPIs that will be used to monitor your energy performance?		
☐ Yes ☐ No		

7.8 Have you identified the people with the most potential to affect your energy performance?







Yes No
7.9 Have you developed a measurement plan for the coming period?
Yes No
7.10 Have you developed a way to identify energy performance improvement opportunities?
Yes No
Chapter 8: Performance measurement
8.1 Have you decided how you will monitor your EnPIs?
Yes No
8.2 Have you decided what to do when energy performance does not meet expectations?
Yes No
Chapter 9: Target setting and action plans
9.1 Have you decided what your performance improvement target is for the coming period?
Yes No
9.2 Have you decided what your action plans to improve performance are for the coming period?
Yes No
9.3 Will your action plan meet your targets?
Yes No



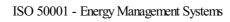
energy performance?



Part 3: Implementation Chapter 10: Awareness, Training and Competence 10.1 Are all personnel aware of your organization's energy policy? Yes 10.2 Are all employees aware of the benefits of improved energy performance? Yes 10.3 Are all employees aware of their own role in energy management in your organization? Jyes ∐No 10.4 Are training plans being implemented? J_{Yes} ∐_{Nດ} **Chapter 11: Communication** 11.1 Does your organization communicate internally about its energy performance and the EnMS? 11.2 Do you have a process in place to allow interested personnel to contribute to improving energy performance and to improving your EnMS? 11.3 Do you communicate externally about your EnMS? J_{Yes} □_{No} **Chapter 12: Documentation** 12.1 Has your organization documented its EnMS? 12.2 Do you have an effective documentation control process for EnMS documentation? J _{Yes} 12.3 Do you keep effective records of activities related to your EnMS? **Chapter 13: Operational Control**

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13.1 Does your organization realize the importance of operating and maintenance practices in relation to its







Yes No			
13.2 Does your organization have documented processes or work instructions for the operation and maintenance of its SEUs?			
☐ Yes ☐ No			
Chapter 14: Energy Efficient Design			
14.1 Does your organization consider energy performance in the design of new facilities, upgrades and renovations?			
Yes No			
14.2 Does your organization have an approach to energy efficient design?			
Yes No			
14.3 Does your organization appreciate the performance benefits of correct commissioning?			
Yes No			
Chapter 15: Procurement			
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Part 4: Checking

Chapter 16: Monitoring, measurement and analysis
16.1 Does your organization monitor, measure and analyse the key characteristics of its operations that determine energy performance?
Yes No
16.2 Does your organization ensure that measurement equipment is accurate?
Yes No
16.3 Do you regularly evaluate the effectiveness of your action plans in achieving objectives and targets?
Yes No
16.4 Do you regularly check your actual energy performance?
Yes No
16.5 Do you react to significant deviations in your EnMS?
Yes No
16.6 Do you regularly check the operations of your SEUs?
Yes No
Chapter 17: Evaluation of compliance with legal requirements and other requirements
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Yes No
Chapter 19: Nonconformities
19.1 Do you have a mechanism to identify and correct nonconformities?
Yes No
19.2 Do you have a mechanism to review potential nonconformities?
Yes No
19.3 Do you maintain adequate records on nonconformities?
Yes No
19.4 Do you ensure that any necessary changes are made to the EnMS related to identified nonconformities?
Yes No
19.5 Do you review the effectiveness of corrective and preventive actions?
Yes No
Chapter 20: Management review and continual improvement
20.1 Do you have a plan for top management to review the continuing suitability, adequacy and effectiveness of your EnMS?
Yes No
20.2 Does your organization understand the principles and benefits of continual improvement?
Yes No
Chapter 21: Demonstrating conformity
21.1 Are you aware of the benefits of independent certification of your EnMS?
Yes No
21.2 Do you know how to select a certification body?
Yes No
21.3 Are you aware of the steps taken by certification bodies following an application for ISO 50001 certification?
Yes No
21.4 Are your organization and its employees prepared for the certification audits?
Yes No
Chapter 22: Integration with other management systems







22.1 Do you understand the common elements between management systems?				
Yes	No			
22.2 Do you know how to develop an integrated management system covering more than one discipline?				
Yes	No			