

# ISO 50001

## Energy Management Systems

A practical guide for SMEs

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## Part 1: Commitment

### Chapter 1: Energy Management

**1.1 Does your organization understand the benefits of managing its energy consumption?**

Yes  No

**1.2 Do you fully understand the importance of commitment in achieving sustainable improvements in energy performance?**

Yes  No

**1.3 Does your organization have any form of EnMS?**

Yes  No

**1.4 Do you know how all the parts of an effective energy management system fit together?**

Yes  No

### Chapter 2: Scope and Boundaries

**2.1 Have you decided and documented what the scope of the EnMS is?**

Yes  No

**2.2 Have you decided and documented which parts of your organization will be included in the EnMS?**

Yes  No

### Chapter 3: Energy policy

**3.1 Does your organization appreciate the benefits of business policies?**

Yes  No

**3.2 Do you have an energy policy or an environmental policy that includes energy?**

Yes  No

### Chapter 4: Resources

**4.1 Does your organization have an established management structure?**

Yes  No

**4.2 Has your organization identified the resources needed for the successful operation of its EnMS?**

Yes  No

**4.3 Have you identified a senior person to take responsibility for implementing the EnMS?**

Yes  No

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**4.4 Does each person have enough time and authority to do their part?**

Yes  No

**4.5 Does 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

**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

**Part 3: Implementation****Chapter 10: Awareness, Training and Competence**

**10.1 Are all personnel aware of your organization's energy policy?**

Yes  No

**10.2 Are all employees aware of the benefits of improved energy performance?**

Yes  No

**10.3 Are all employees aware of their own role in energy management in your organization?**

Yes  No

**10.4 Are training plans being implemented?**

Yes  No

**Chapter 11: Communication**

**11.1 Does your organization communicate internally about its energy performance and the EnMS?**

Yes  No

**11.2 Do you have a process in place to allow interested personnel to contribute to improving energy performance and to improving your EnMS?**

Yes  No

**11.3 Do you communicate externally about your EnMS?**

Yes  No

**Chapter 12: Documentation**

**12.1 Has your organization documented its EnMS?**

Yes  No

**12.2 Do you have an effective documentation control process for EnMS documentation?**

Yes  No

**12.3 Do you keep effective records of activities related to your EnMS?**

Yes  No

**Chapter 13: Operational Control**

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

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

**15.1 Has your organization informed its suppliers that the evaluation of procurement is partly based on energy performance?**

Yes  No

**15.2 When purchasing items that might impact its energy performance, does your organization assess the cost over the items' operating lifetimes?**

Yes  No

**15.3 Do you have purchasing specifications in place for items that can affect your energy performance?**

Yes  No

**15.4 Do you have an opportunity to reduce energy costs through procurement of energy**

Yes  No



**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**

**17.1 Does your organization periodically evaluate its compliance with applicable legal requirements and other requirements?**

Yes  No

**17.2 Do you record the results of your evaluation of legal compliance?**

Yes  No

**Chapter 18: Internal audit**

**18.1 Do relevant personnel in your organization understand the purpose and benefits of internal audits?**

Yes  No

**18.2 Does your organization have an internal audit plan and schedule?**

Yes  No

**18.3 Can your organization undertake your programme of internal audits objectively and impartially?**

Yes  No

**18.4 Does your organization keep records of internal audits and ensure that follow-up action are completed**

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

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**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