



Guidance for clients

KITEMARK SCHEME FOR ENERGY REDUCTION VERIFICATION



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Introduction and content

The Kitemark scheme for Energy Reduction Verification has been developed to enable organisations to verify the reduction in carbon dioxide (CO₂) emissions resulting from energy use.

This document defines the rules and provides guidance for clients regarding the Kitemark scheme for Energy Reduction Verification. It has been written as a series of questions and answers addressing what you will need to consider and do to become certified to the Kitemark scheme for Energy Reduction Verification.

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1 Who does the Kitemark scheme apply to?

The scheme has been specifically designed to meet the requirements of the Carbon Reduction Commitment Energy Efficiency Scheme (CRC) enabling organisations that are required to annually report their emissions to the regulatory body to qualify for points under the Early Action Metrics (EAM) of the CRC. However, the scheme is not restricted to such organisations and may also be used by any organisation wishing to verify its CO₂ emissions from energy use.

2 Does the scheme include offsetting?

Offsetting is not allowed as part of the scheme.

3 How much of my organisation do I need to have verified?

Scopes of Kitemark certification are written in terms of the site location and activities taking place which the energy management system controls.

Verification can cover a single location of a legal entity or a group of locations of the same legal entity. Only a legal entity can apply for certification. Subsidiaries of this legal entity can be included and will be detailed on the certificate.

If you choose to omit any of your locations and subsidiaries the Kitemark certificate will only show the part of the organisation covered.

If you are using the Kitemark certification for the purposes of securing points under the EAM of the CRC, there are set rules regarding the organisational boundaries, the use of energy factors and the scope of the certificates. For CRC participant organisations the organisational boundary and what this covers will be confirmed on the certificate under the heading of CRC participant boundary. The certificate will specify the full name of the organisation and all significant group undertakings covered.

4 What activities and emissions do I need to include?

For the purpose of the Kitemark scheme, you will need to have looked at your activities and identified and assessed your significant Energy Aspects as defined by clause 2.4 of BS EN 16001. This will include measuring use of electricity, gas and other fuels.

Energy consumption should be measured in kWh, or other unit, and converted to CO₂ kilograms using the most up-to-date version of: CRC Energy Efficiency Scheme Order: Table of Conversion Factors, published by DECC.

If a process emits carbon dioxide by chemical reaction this should be included within the calculation of overall reduction of carbon and verified. This is excluded from the CRC.

CO₂ emissions relating to transport, emissions generated under the existing EU Emissions Trading Scheme and Climate change agreements, and fugitive emissions can be excluded from the scope of verification.

5 What happens if there are subsequent changes to scope?

The verification must be on a like for like structural basis over the period of verification. As a result of structural changes, if the organisation's emissions change more than 3% during this period, then the resulting calculation must be based on the parts of the organisation present at the start and end of the verification period.

6 How does the verification process work?

The basis of the Kitemark scheme for Energy Reduction Verification is the operation of an energy management system according to BS EN 16001 by a client and the verification of a relative reduction in the energy consumption as a result.

The year of compliance is identified by the applicant and could be a calendar year, a financial year or any period of twelve consecutive months.

The scheme will operate at two different levels dependent on the energy bill of the location or locations:

- For organisations participating in the CRC where the energy bill is more than £500k then the period of assessment is the compliance year plus two years of historic data
- For organisations not participating in the CRC then the period of assessment is the compliance year plus one year of historic data

7 What are the stages of verification?

The scheme is based upon a 2-stage process of verification which will consist of a stage 1 and stage 2 initial assessment.

7.1 Stage 1

This visit will be a minimum 15% of the total allocated assessment days available (25%, if combined with assessment and certification to BS EN 16001).

The stage 1 assessment is conducted at your premises and focuses on the planning elements of BS EN 16001.

Key elements covered are:

- Confirmation of the significant energy aspects
- A detailed review of your organisation's documented system against the following requirements of BS EN 16001:2009 and level of understanding and implementation:
 - 3.1 General requirements especially as regards to the boundaries of the verification system
 - 3.3.1 Identification and review of energy aspects
 - 3.4.1 Resources, roles, responsibility and authority
 - 3.4.2 Awareness, training and competence: The persons undertaking the process, such as meter reading and collecting results, must be trained and competent
 - 3.4.4 Energy management system documentation with focus on the documents needed for verification
 - 3.4.5 Control of documents
 - 3.4.6 Operational control
 - 3.5.1 Monitoring and measurement
 - 3.5.4 Control of records
- A review of the energy aspects assessment methodology to establish that the set methodology forms a sound basis for the system
- A review of the energy factors involved with the business
- Planning of the stage 2 assessment plus verification
- Confirmation of the duration of the assessment stages and resources required
- Review and confirmation of the scope of certification

There is a presumed assumption that the policy and targets are set to ensure a 2.5% per annum reduction in carbon reduction/energy usage.

7.2 Stage 2

In normal circumstances the stage 2 assessment should be conducted between one month after stage 1 assessment and within twelve months of the end of the compliance year. When these guidelines are exceeded the previous assessment will be either part or fully repeated.

The stage 2 assessment focuses on the implementation and effectiveness of the energy management system, and in particular upon operational activities and the controls applied and is the assessment where all remaining elements of the system not reviewed at stage 1 are assessed. The company needs to have no major nonconformity within these requirements to comply with the Kitemark scheme.

During the stage 2 initial assessment the energy consumption data and where the data has been gathered from and the energy reduction are verified.

8 Can I use energy factors to normalise my emissions?

Energy factors allow organisations to normalise their energy aspects from year to year. This enables you to better understand your energy use so that it can be managed.

For any given verification cycle the energy factors must be set and cannot be changed during the period of verification. This period being either two or three year's duration.

The typical energy factors which can be used are:

- 1) For all concerns: turnover or revenue (when adjusted for inflation the % derived from the Office of National Statistics in the United Kingdom for the UK and CRC participants or equivalent national inflation figures for other activity).
- 2) For industrial organisations: tonnes, litres or square meter of production. Units of production.
- 3) For commercial or service industry: full time employees, square meters of occupation, service units delivered.
- 4) For buildings: square meter occupation, full time employees, degree days. Note: Degree days are not allowed as an energy factor for organisations who are CRC participants using the product as an early action metric.
- 5) For transport: kilometres travelled, journeys, units delivered. For CRC participants transport is not covered as part of the calculation and consequent conformity.

This is not an exhaustive list and there will be other energy factors which in the judgment of the verifier can be used.

9 How do I ensure data quality?

For data quality the following guidance is given:

You will need to demonstrate that you are using the best data source available e.g. actual data over calculated. The data sources have a quality hierarchy and BSI would prefer metered data followed by quantity of fuel purchased. If none of these are available calculation of consumed fuel can be used for a given machine. Once a method of data quality is chosen, this method must be used for the entire verification period. You can only change source of data or emissions calculation method where you can prove that it provides better quality/more accurate data. ISO 14064-1 provides more guidance on this.

10 How is the verification recorded and reported?

During the verification, the assessor will complete a Kitemark Energy Reduction Verification Report. The assessor will use this document to record the energy aspects by process, buildings and transport and the energy factors which affect each activity over a given time period. The sheet converts the inputs in kWh or fuel used to kgCO₂e and then calculates the change over the defined period. This will confirm if the process for energy reduction passed or failed.

Where misstatements or nonconformities are identified it may be necessary to redirect verification effort in order to determine the extent of the nonconformity.

Where these are able to be addressed and rectified during the verification process they should still be recorded in the report.

At the end of the visit a report is prepared and left with the client detailing the recommendation. Once the report has been completed and the recommendation made all the information is sent by the assessor to BSI office so that a technical review can be undertaken and the certificate issued.

11 Where can I find out more about emission factors?

The emission factors are taken from the CRC Energy Efficiency Scheme Order: Table of Conversion Factors, published by DECC.

For other emissions, further guidance can be obtained from:

- 1) Dukes (Digest of UK Energy Statistics) – this is updated yearly, and provides all the conversion factors for different fuel types. Available from DECC website at:
<http://www.decc.gov.uk/en/content/cms/statistics/publications/dukes/dukes.aspx>.
- 2) National Inventory – this provides details on emission factors and NCV for most fuel types. Note: they are provided in both gross and net terms the need to always use consistent conversion values with emission factors. Available from DECC website at: **http://www.decc.gov.uk/en/content/cms/what_we_do/change_energy/tackling_clima/emissions/eu_ets/euets_phase_ii/monitoring/monitoring.aspx**.

An emission factor from a regulated and verified scheme such as EU ETS can be used, if used consistently, and applied through the period of verification when it is outside of the DECC guidance.

12 I already have certification to BS EN 16001 with BSI. How does this affect verification?

If you already hold a valid certificate to BS EN 16001 from BSI then the verification can be added to your next continuing assessment visit.

13 I already have certification to BS EN 16001 with another certification body. How does this affect verification?

If you hold certification to BS EN 16001 from a body other than BSI, then a stage 2 assessment plus a verification visit will be undertaken.

14 I want to be certified to BS EN 16001 at the same time. How do I do this?

Our sales team will be able to provide you with a quotation for a combined BS EN 16001 certification assessment and Kitemark Verification.

If your organisation already holds ISO 14001 certification with BSI, then a reduction of 30% will be made to the assessment duration.

15 What are the possible outcomes from the verification activity?

Following the assessment and verification, the assessor will make one of four possible recommendations:

- Recommendation for certification, no corrective action plan required (in this case no nonconformities have been raised)
- Recommendation for certification with a corrective action plan required from the organisation in writing (in this case nonconformities have been raised but are not major)
- Further assessment recommended but limited to reviewing specific areas or issues where major and minor nonconformities have been identified
- Further assessment recommended, a full reassessment of the system as nonconformities have been identified on such a scale that the system is judged to be ineffective

16 How can I check how well I am doing before a full verification?

BSI can conduct a gap analysis which is designed to be a scaled down stage 2 assessment plus verification with the prime purpose of giving a client an impression of their state of readiness for the full assessment and verification. You can request a specific audit plan for your gap analysis. In the absence of this it is recommended that the gap analysis consists of a brief review of the entire BS EN 16001:2009 requirements to ensure that you have addressed them. Any areas of doubt or omission identified by the assessor will be reported to you for action. Particular emphasis on energy aspects and the role of energy factors should be undertaken.

Nonconformities will not normally be raised at gap analysis visits, unless otherwise agreed with you. Where this is the case, you will be made aware that the nonconformities will be reviewed during the initial assessment process.

At the conclusion of the gap analysis visit a written report will be left with you detailing the findings.

17 What are the criteria I have to meet to be certified?

Kitemark certification will be awarded if you can demonstrate that you have met the following three sets of criteria:

- You have identified and assessed your significant energy aspects as defined by EN 16001 Clause 2.4
- You have reduced your energy use when measured in kgCO₂e by 2.5% each year or by 5.2% in total over two years as compared to the required historic data when the energy factors, as defined by EN 16001 Clause 2.5, have been applied
- You have an EN 16001 Energy Management System where the clauses needed for verification are in compliance

18 When will a Kitemark certificate be issued?

A certificate will be issued to all sites that have been the subject of an assessment visit, unless on a sampling basis in accordance with the following rules:

- All locations directing the energy management system will be visited and only then will the other locations be eligible for sampling
- The lead assessor must be confident that the energy management system has been implemented uniformly across the organisation
- The client must have no undue influence over the locations to be visited
- Locations should be selected in order to provide a representative sample based on types of activity, geographical location, size and risk
- The data for verification has been gathered at the directing location and during the assessment data from other sites has been verified

BSI shall not issue a certificate to a site where any illegal breaches are identified, or persistent or repeated breaches of legislation or regulatory conditions are evident.

Similarly, immediate action will be taken where a persistent breach is discovered following certification. Action will take into account the nature of the breach, the corrective action proposals put forward by the certified organisation, evidence of the organisation's attempts to communicate the breach to the appropriate regulatory or enforcement authority and the stance taken by that regulatory or enforcement authority.

Significant breaches of legislation or any prosecutions identified during any assessment should be reported to the scheme manager who will maintain a record of such.

It should however also be recognised that energy management and performance revolves around the actions of individuals within an organisation, and that the actions of these individuals obviously affect compliance with legislation.

This means in practice that there will be occasions when an organisation is not in compliance with the regulations, therefore assessors will have to exercise a judgment on deviations from regulations, for example, whether to raise minor nonconformities as opposed to major nonconformities, if such excursions from legislation are isolated and sporadic or if it can clearly be seen that the organisation is making its best endeavours to comply then normally this would not be considered a major nonconformity. However we would also need to see corrective action being taken.

19 How long is the certificate valid for?

The Kitemark certificate is valid for 24 months from the end of the compliance year. If you wish to extend your Kitemark certificate you will need to be recertified.

20 How do I get recertified?

A further assessment and verification is made within six months of the end of the certification period and the certification is again reissued and is valid for 24 months from the end of this new compliance year.

This visit is arranged 12-23 months from the last visit as required by you. It follows the same outline process as for stage 2 assessment plus verification process. However, where you have a BSI certified energy management system to BS EN 16001, less time is needed as the BS EN 16001 compliance is maintained by surveillance. Where this is the case, the following will be reviewed with you on an annual basis:

- Evaluation of compliance
- Objectives and management programme.
- Energy aspects
- Energy factors being used

A further verification report will be completed. Data from the compliance year will be compared to the previous year's data. Where a 2.5% reduction is confirmed, the Kitemark certificate will be reissued.

21 What are the terms and conditions?

The framework for our Kitemark certification is described in the standard BSI Kitemark Terms and Conditions of Contract, which are legally binding when you sign and return the agreement. A copy of the terms and conditions will be made available with your quotation.

22 Can I use the Kitemark symbol?

As the product is a verification process and not a product certification, the use of the Kitemark is limited to the reproduction of the verification certificate bearing the Kitemark and the use of the verification mark on company letterheads/literature but not directly on a product.

23 What records should I keep?

If you are fully participating in the CRC then you should keep the Kitemark certificate and the Kitemark assessment and verification report as part of your CRC evidence pack.

24 How do I apply for verification?

Once you have made any enquiry with BSI we will conduct a sales call either over the telephone or via a free onsite visit by one of our Business Development Managers. The purpose of the call is to gather sufficient information to enable a quotation for the services required to be produced and sent to you.

In order to produce the quote, BSI needs, as a minimum, the following key information:

- Identification of whether the organisation to be assessed is 'industrial' or 'commercial' and number of employees applicable for the application, or the yearly energy spend
- Information on shift patterns and repetitive work, note that repetitive work may not in itself be a justification to reduce assessment days
- For participants of the CRC the organisational boundary must be agreed as this will need to be described on their certificate. Carbon emissions resulting from transport and other emissions already covered by an EU ETS or CCA (Climate Change Agreement) are currently considered outside the scope of CRC participants

25 How do I contact BSI?

For further details or a quotation, please contact our Certification Sales team on 0845 080 9000 or certification.sales@bsigroup.com

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The Kitemark ERV certification can be used on your stationery, literature and vehicles when you have successfully achieved certification.

