

Commitment and policy – *continued*

Does the policy include a commitment to ensure the availability of information and all necessary resources to achieve objectives and targets?

Does the policy provide a framework for setting and reviewing energy objectives and targets?

Does the policy include a commitment to comply with all applicable requirements relating to its energy aspects?

Is the policy documented and communicated to all personnel working for, or on behalf of, the organization?

Does the organization commit itself to periodically reviewing and updating the policy?

Is the policy made available to the public?

Planning

Energy aspects

Has the organization conducted an initial review of its energy aspects?

Are energy aspects reviewed and updated at predefined intervals?

Are significant energy aspects prioritised?

Does the organization maintain a register of opportunities for improving energy efficiency?

Are reviews of energy aspects documented?

Legal

Has the organization identified and have access to the applicable legal and other requirements which apply to its energy aspects?

Has the organization determined how these requirements apply to its energy aspects?

Energy objectives, targets and programmes

Has the organization established and documented measurable energy objectives and targets at the relevant function and levels within the organization?

Has the organization set specific targets for those controllable parameters that have a significant impact on energy efficiency?

Has the organization established and documented energy management programmes which define responsibilities and the means and time frame by which individual targets are to be achieved?

Implementation and operation

Resources, roles, responsibilities and authorities

Has the organization's top management ensured that any necessary resources are allocated?

Are roles, responsibilities and authorities defined, documented and communicated?

Has the organization's top management designated a management representative with full responsibility and authority for the energy management system?

Awareness, training and competence

Is the management representative appropriately competent and qualified in energy and energy efficiency improvements?

Are all personnel working for, or on behalf of, the organization aware of the energy policy and energy management programme?

Are all personnel working for, or on behalf of, the organization aware of how their activities and behaviour contribute to the achievement of energy objectives and targets?

Are all personnel working for, or on behalf of, the organization aware of their roles and responsibilities in achieving the requirements of the energy management system?

Are all personnel performing tasks which can cause significant impacts on energy consumption competent on the bases of appropriate education, training and/or experience?

Are training needs associated with energy management identified?

Communication

Does the organization communicate internally with regard to its energy performance and the energy management system?

Has the organization decided to communicate externally about its energy performance and the energy management system?

Where the organization has decided to communicate externally, has it established and documented an external communication plan?

Energy management system documentation

Has the organization described the core elements of the energy management system and their interaction?

Has the organization identified the location of related documentation?

Implementation and operation – *continued*

Control of documents

Does the organization control records and other documents to ensure that they are traceable, current, available and protected?

Operational controls

Does the organization have controls in place that prevent situations that could lead to deviation from the energy policy, objectives and targets?

Does the organization set criteria for the operation and maintenance of installations, equipment, buildings and facilities?

Does the organization inform suppliers that purchasing is partly evaluated on the basis of energy efficiency?

Does the organization include the evaluation of energy consumption when considering the design, change or restoration of assets which have the potential to affect energy consumption?

Checking

Monitoring and measuring

Has the organization established the monitoring, measuring and targeting requirements of its energy management programme?

Does the organization have a demonstrable plan for improving the provision of meters?

Does the organization monitor, measure and record significant energy consumption and associated energy factors at defined intervals?

Are records maintained that demonstrate the accuracy and repeatability of monitoring and measuring equipment?

Does the organization assess and review the relationship between the energy consumption and its associated energy factors and defined intervals?

Does the organization maintain records of all significant accidental deviations from expected energy consumption, including causes and remedies?

Does the organization compare its energy performance indicators against similar organizations or situations?

Evaluation of compliance

Does the organization periodically evaluate its compliance with legal and other obligations?

Does the organization maintain records of compliance against legal and other requirements?

Checking – *continued*

Nonconformity, corrective action and preventive action

Does the organization investigate nonconformance, initiate corrective and preventive action in a suitable manner within a specified time limit and retain all relevant documentation?

Control of records

Does the organization maintain records to demonstrate conformity to the requirements of the energy management system and the standard?

Are the controls needed for record management defined?

Are records maintained in a legible, identifiable, traceable and readily retrievable manner, in accordance with an established retention period?

Internal audit

Are audits of the management system scheduled and carried out at planned intervals?

Are staff conducting audits independent from the activity being audited?

Are audit results documented and reported to top management?

Is action following audits taken without undue delay?

Are follow-up activities verified and the results of verification reported?

Review of the energy management system

Is the energy management system reviewed by top management at planned intervals?

Are records of management reviews maintained?

Do the reviews identify decisions and actions relevant to the improvement in the energy performance of the organization, changes to the energy policy, objectives and targets and allocation of resources?

Are results of the management review communicated to people in the organization?

At BSI we create excellence by driving the success of our clients through standards. We help organizations to embed resilience, helping them to grow sustainably, adapt to change, and prosper for the long term. **We make excellence a habit.**

Why BSI?



At BSI we create excellence by driving the success of our clients through standards. We help organizations to embed resilience, helping them to grow sustainably, adapt to change and prosper for the long term. We make excellence a habit.

For over a century our experts have been challenging mediocrity and complacency to help embed excellence into the way people and products work. With 80,000 clients in 182 countries, BSI is an organization whose standards inspire excellence across the globe. That's why we're best placed to help you understand, implement and benefit from the standard.

"BSI is our supplier of choice. We have a good relationship with our contacts there, who keep in touch regularly so that we're informed about new standards, changes to existing standards or to legislation, and other developments. We're not interested in doing it on the cheap – it's about the all-round package, and you get what you pay for with BSI." Denise Graham, Technical Manager, Tata Global Beverages

Our products and services

We provide a unique combination of complementary products and services, managed through our three business streams; Knowledge, Assurance and Compliance.

Knowledge

The core of our business centres on the knowledge that we create and impart to our clients. In the standards arena we continue to build our reputation as an expert body, bringing together experts from industry to shape standards at local, regional and international levels. In fact, BSI originally created eight of the world's top 10 management system standards.

Assurance

Independent assessment of the conformity of a process or product to a particular standard ensures that our clients perform to a high level of excellence. We train our clients in world-class implementation and auditing techniques to ensure they maximize the benefits of standards.

Compliance

To experience real, long-term benefits, our clients need to ensure ongoing compliance to a regulation, market need or standard so that it becomes an embedded habit. We provide consultancy services and differentiated management tools to facilitate this process.



The trademarks in this material (for example the BSI logo or the word "KITEMARK") are registered and unregistered trademarks owned by The British Standards Institution in UK and certain other countries throughout the world.

Find out more
Call: 0800 583 965
Visit: bsigroup.com/en-nz