

HOW READY ARE YOU FOR BS ISO 50001?

How ready are you for an assessment to the requirements of BS ISO 50001?

In order to help you answer the above question, please complete the following checklist (including your contact details) and return it to our address on the back page of this form.

Please mark your answers ✓ for Yes and leave blank for No.

For more information or to order a copy of the BS ISO 50001 Standard please visit www.bsigroup.co.uk/buy

Registered name:

Trading name:

Main site address:

Tel:

Fax:

Website address:

Contact:

Position:

Email:

Mobile:

Number of employees overall:

Number of employees at main site:

Nature of business (industry sector):

- | | | | | | |
|---------------------------|--------------------------|------------------------------|--------------------------|-------------------------|--------------------------|
| Food/Retail | <input type="checkbox"/> | Services | <input type="checkbox"/> | Other (please describe) | <input type="checkbox"/> |
| Manufacturing/Processing | <input type="checkbox"/> | Energy and Natural Resources | <input type="checkbox"/> | _____ | |
| IT, Security and Telecoms | <input type="checkbox"/> | Construction | <input type="checkbox"/> | _____ | |
| Finance and Commerce | <input type="checkbox"/> | Automotive | <input type="checkbox"/> | _____ | |
| Public Sector | <input type="checkbox"/> | Aerospace and Defence | <input type="checkbox"/> | _____ | |

OTHER SITES

Address of additional location:

Tel:

Fax:

Main activity:

Number of employees:

Address of additional location:

Tel:

Fax:

Main activity:

Number of employees:

Please provide a brief description of your operations:

Do you hold third party certification to either of the following?

ISO 9001

ISO 14001

If yes please indicate certification number and certification body:

1. COMMITMENT AND POLICY

Has the organisation established and documented an energy management system in accordance with the requirements of BS ISO 50001?

Has the organisation defined and documented the scope and boundaries of its energy management system?

Has the organisation determined and documented how it will meet the requirements of the standard in order to achieve continual improvement?

Does the policy define the scope and boundaries of the energy management system?

Is the policy appropriate to the nature and scale of, and impact on, the organisation's energy use?

Does the policy include a commitment to continual improvement in energy efficiency?

Does the policy include a commitment to ensure the availability of information and of 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 organisation?

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

Is the policy made available to the public?

2. PLANNING

Energy aspects

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

Are energy aspects reviewed and updated at predefined intervals?

Are significant energy aspects prioritised?

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

Are reviews of energy aspects documented?

Legal

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

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

Energy objectives, targets and programmes

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

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

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

3. IMPLEMENTATION AND OPERATION

Resources, roles, responsibilities and authorities

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

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

Has the organisation'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 organisation aware of the energy policy and energy management programme?

Are all personnel working for, or on behalf of, the organisation 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 organisation 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 organisation communicate internally with regard to its energy performance and the energy management system?

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

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

Energy management system documentation

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

Has the organisation identified the location of related documentation?

Control of documents

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

Operational controls

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

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

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

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

4. CHECKING

Monitoring and measuring

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

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

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

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

Does the organisation compare its energy performance indicators against similar organisations or situations?

Evaluation of compliance

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

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

Nonconformity, corrective action and preventive action

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

Are 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?

5. 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 organisation, changes to the energy policy, objectives and targets and allocation of resources?

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

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