

KEY COMPONENTS OF AN EnMS*

What are the underlying basics?

Management responsibility—Demonstrate top management’s commitment and support to the EnMS and to the continual improvement of its effectiveness.

Roles, responsibility and authority—Appoint an energy champion and define and communicate expectations for energy management behaviors and actions.

Energy policy—Develop top management’s statement of the organization’s commitments related to energy to provide direction for energy performance improvement activities.

What’s addressed in energy management planning?

Energy review—Analyze your energy data, identify the significant energy uses, and prioritize the organization’s opportunities for energy performance improvement.

Energy baseline—Define a period of time to serve as a basis for comparison of energy performance.

Energy performance indicators (EnPIs)—Develop quantitative measures of energy performance.

Legal and other requirements—Identify and keep up to date the legal and other requirements applicable to the organization’s energy uses.

Objectives and targets—Decide on the energy performance improvement goals to be pursued by the organization.

Energy management action plans—Plan the actions, responsibilities and methods needed to achieve and verify the improvements stated in the energy objectives and targets.

What’s involved in implementing the outputs from energy management planning?

Competence, training and awareness—Ensure that employees and contractors are appropriately trained, and aware and capable of carrying out their energy management responsibilities.

Documentation—Maintain documented information on your EnMS.

* Adapted from *Environmental Management Systems: An Implementation Guide for Small and Medium Organizations* (Ann Arbor, MI: NSF International, January 2001).

Control of documents—Establish processes for managing documents to ensure that current and accurate information is available.

Operational control—Plan the operations associated with your significant energy uses, objectives and targets, and action plans to ensure that those operations are resourced and carried out consistently.

Communication—Implement processes for internal and external communication about the EnMS and the organization's energy performance.

Design—Consider opportunities for improving energy performance in design activities for new, modified or renovated facilities, equipment, systems and processes.

Procurement—Make energy performance a factor in purchasing decisions when significant energy uses are involved.

What processes check on how we are doing?

Monitoring, measurement and analysis—Monitor, measure and analyze the key characteristics of activities that determine energy performance.

Evaluation of compliance—Assess the status of compliance with applicable legal requirements and other energy requirements adopted by or committed to by the organization.

Internal audit—Verify that the EnMs is functioning properly and generating the planned results.

Nonconformities, correction, corrective and preventive action—Identify and correct actual and potential problems.

Control of records—Maintain information that indicates the results achieved or providing evidence of the activities performed.

What's involved in management action towards continual improvement?

Management review—Review the results and performance of the EnMS to ensure its continuing suitability, adequacy, effectiveness and improvement.