

The ISO 50001:2018 EnMS Documentation Package includes the following documents:

**(1) Manual
EnMS-002**

Energy Management System Manual

(21) Procedures

P-400	Organizational context
P-500	Leadership
P-600	Planning for the Energy Management System
P-620	Energy objective, targets and action plans
P-630	Energy review
P-640	Energy baseline and energy performance indicators
P-660	Key energy data
P-665	Control of monitoring and measuring equipment
P-710	Resource management
P-720	Competence, awareness, and training
P-740	Communication
P-750	Control of documented information
P-810	Operational planning and control
P-820	Design for energy
P-830	Procurement for energy
P-910	Monitoring, measurement, analysis and evaluation
P-912	Evaluation of compliance
P-920	Internal audits
P-930	Management review
P-1010	Nonconformity and corrective action
P-1020	Improvement

(4) Work Instructions

WI-620-001	Energy awareness-employees
WI-620-002	Energy awareness-contractors
WI-620-003	Implement EnMS
WI-750-001	Document numbering system

(41) Forms

F-440-001	EnMS-process identification worksheet
F-440-002	Organizational context worksheet
F-610-001	Risk and opportunity worksheet
F-620-001	Energy objectives planning record
F-620-002	Energy action plans
F-630-001	Energy assessment worksheet
F-640-001	Energy baseline and energy performance indicators
F-640-002	Energy baseline and energy performance indicators-example
F-660-001	Key characteristic energy data worksheet
F-665-001	Equipment calibration list
F-665-002	Equipment problem report
F-710-001	Resource maintenance record
F-720-001	Training action plan
F-720-002	Group training record
F-720-003	Job description
F-720-004	Employee training summary

ISO 50001 EnMS Documentation List - with P-xxx Numbering scheme

F-740-001	Comment and suggestion report
F-750-001	List of documented information
F-750-002	Records matrix
F-750-003	Master documentation lists
F-750-004	Records Table
F-750-005	Document change request form
F-750-006	Document revision checklist
F-750-007	Software inventory spreadsheet
F-750-008	Revision status form
F-820-001	Design plan and project action plan
F-820-002	Design change request
F-830-001	List of acceptable sources
F-830-002	Energy purchasing specifications
F-830-003	Purchase requisition
F-830-004	Purchase order
F-830-005	PCAR-Provider corrective action request
F-912-001	Evaluation of compliance plan and report.
F-920-001	Applicable procedure by work area
F-920-002	Internal audit checklist
F-920-003	Audit plan
F-920-004	Audit report
F-930-001	Management review agenda
F-930-002	Management review output report
F-1010-001	Corrective action request - CAR
F-1020-001	Data analysis worksheet

(4) Flow Diagrams

FD-620-001	Flow diagram - Process #1
FD-620-002	Flow diagram - Process #2
FD-620-011	Flow diagram - Summary Process #1
FD-620-012	Flow diagram - Summary Process #2

(4) Attachments

A-520-001	Energy policy
A-530-001	Organization Chart
A-600-001	PDCA guidelines
A-630-001	Energy significance guidelines

(3) Templates

T-001	Procedure Template
T-002	Work Instruction Template
T-003	Form / Attachment Template

(1) Register

R-660	Register of key energy data
--------------	-----------------------------