

EnMS Clause	Level 1 - Topic	Level 2 Procedure	Procedure Name	Level 3 - Work Instruction	Work Instruction Name	Level 4 Form #	Form Name	Flow Diagram #	Flow Diagram Name	Attachment #	Attachment Name	Register #	Register Name
All	Energy Management System - Energy Manual - EnMS-002												
4	Context of the organization	P-400	Organizational context			F-440-001 F-440-002	EnMS-Process identification worksheet Organizational context worksheet						
5	Leadership	P-500	Leadership							A-520-001 A-530-001	Energy policy Organization chart		
6	Planning	P-600	Planning for the Energy Management System			F-610-001	Risk and opportunity worksheet						
6.2	Objectives, energy targets and planning to achieve them	P-620	Energy objectives, targets and action plans	WI-620-001 WI-620-002 WI-620-003	Energy awareness-employees Energy awareness-contractors Implement Enmesh	F-620-001 F-620-002	Energy objectives planning record Energy action plan	FD-620-001 FD-620-002 FD-620-011 FD-620-012	Flow diagram - Process #1 Flow diagram - Process #2 Flow diagram - Summary Process #1 Flow diagram - Summary Process #2	A-600-001	PDCA guidelines		
6.3	Energy review	P-630	Energy review			F-630-001	Energy assessment worksheet			A-630-001	Energy significance guidelines		
6.4	Energy baseline and energy performance indicators	P-640	Energy baseline and energy performance indicators			F-640-001 F-640-002	Energy baseline and energy performance indicators worksheet Energy baseline and energy performance indicators worksheet-example					R-660	Register of key energy data
6.5	Energy baseline												
6.6	Planning for collection of energy data	P-660	Key energy data			F-660-001	Key characteristic energy data worksheet						
		P-665	Control of monitoring and measuring equipment			F-665-001 F-665-002	Equipment calibration list Equipment problem report						
7.1	Resources	P-710	Resource management			F-710-001	Resource maintenance record						
7.2	Competence	P-720	Competence, awareness, and training			F-720-001 F-720-002	Training action plan Group training record						
7.3	Awareness					F-720-003 F-720-004	Job description Employee training summary						
7.4	Communication	P-740	Communication			F-740-001	Comment and suggestion report						
7.5	Documented information	P-750	Control of documented information	WI-750-001	Document numbering system	F-750-001 F-750-002 F-750-003 F-750-004 F-750-005 F-750-006 F-750-007 F-750-008	List of documented information Records matrix Master documentation lists Records table Document change request form Document revision checklist Software inventory spreadsheet Revision status form						
8.1	Operational planning and control	P-810	Operational planning and control			N/A	No new forms						
8.2	Design	P-820	Design for energy			F-820-001 F-820-002	Design plan and project action plan Design change request						
8.3	Procurement	P-830	Procurement for energy			F-830-001 F-830-002 F-830-003 F-830-004 F-830-005	List of acceptable sources Energy purchasing specifications Purchase requisition Purchase order PCAR-Provider corrective action request						
9.1	Monitoring, measurement, analysis and evaluation of energy performance and the Enmesh	P-910	Monitoring, measurement, analysis and evaluation			N/A	No new forms						
9.1.2	Evaluation of compliance with legal requirements and other requirements	P-912	Evaluation of compliance			F-912-001	Evaluation of compliance plan and report						
9.2	Internal audit	P-920	Internal audit			F-920-001 F-920-002 F-920-003 F-920-004	Applicable procedure by work area Internal audit checklist Audit plan Audit report						
9.3	Management review	P-930	Management review			F-930-001 F-930-002	Management review agenda Management review output report						
10.1	Nonconformity and corrective action	P-1010	Nonconformity and corrective action			F-1010-001	Corrective action request - CAR						
10.2	Improvement	P-1020	Improvement			F-1020-001	Data analysis worksheet						