



[Company]

[Company Address]

ISO 50001:2018

ENERGY MANAGEMENT SYSTEM MANUAL

(MANUAL)

Document No.: ENMS-M-01 Revision No. 00

Name	Name	Name
Designation	Designation	Designation
Sign	Sign	Sign
Date	Date	Date
Prepared By	Reviewed By	Approved By



MANUAL	Document No: ENMS-M-01
Issued: August 10th, 2021	Revision No: 00

2.1 APPLICABILITY

The Energy Management System (ENMS) is applicable to [Company], in the all energy-related activities, processes, and services within the organizational boundaries of [Company]. The scope encompasses all facilities, operations, and functions that have the potential to significantly impact energy performance.

The ENMS described herein is applicable to:

- **All Facilities:** This includes but is not limited to [List specific facilities, plants, offices, etc.].
- **All Departments and Functions:** The ENMS is designed to cover all departments and functions within the organization.
- **Energy-Related Processes:** This manual applies to all processes and activities that can affect energy performance. This includes, but is not limited to, [List specific energy-related processes, such as procurement, production, transportation, etc.].
- **Personnel:** All employees, contractors, and stakeholders whose activities may impact energy performance are expected to adhere to the requirements outlined in this manual.
- **Equipment and Assets:** The ENMS applies to all equipment, machinery, and assets owned or operated by [Company] that contribute to energy consumption.

The scope of this manual is periodically reviewed and updated to reflect changes in the organization's structure, activities, or external factors that may impact energy performance. Any changes to the applicability will be documented and communicated to relevant parties.

This ENMS Manual is an integral part of the overall energy management documentation system, which includes supporting procedures, records, and other relevant documents.

2.1.1 CERTIFICATION SCOPE OF ENMS

Change here scope according to your need, following is given for an idea only. Following scope is for a bakery.

Our Energy Management System (ENMS) at [Company] is aligned with ISO 50001:2018 and focused on optimizing energy efficiency across our baking operations, lighting, HVAC systems, procurement, building infrastructure, and employee engagement.

2.1.2 PERMISSIBLE EXCLUSION (S)

Write here if any of part of organization is excluded.



[Company]

[Company Address]

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PROCEDURE FOR ENERGY REVIEW AND ASSESSMENT FOR SIGNIFICANT ENERGY USE

(PROCEDURE)

Document No.: ENMS-P-01 Revision No. 00

Name	Name	Name
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Procedure for Energy Review and Assessment for Significant Energy Use	Document No: ENMS-P-01
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1. PURPOSE

The purpose of this procedure is to establish a systematic approach for conducting energy reviews and assessments to identify and evaluate significant energy uses within [Company]. This process aims to determine the key factors affecting energy performance, prioritize areas for improvement, and support the overall objectives of the Energy Management System (EnMS) according to ISO 50001.

2. SCOPE

This procedure applies to all departments, processes, and activities within [Company] that contribute to energy consumption. It encompasses the identification, analysis, and assessment of significant energy uses to facilitate informed decision-making and continual improvement of energy performance.

3. TERMS AND DEFINITIONS

Significant Energy Use (SEU): A process, equipment, or system within the organization that has a considerable impact on energy performance.

Energy Performance Indicator (EnPI): A metric used to quantify and evaluate energy performance.

Energy Baseline (EnB): Reference values used to assess energy performance over time.

Energy Review: A systematic process to analyze energy use, consumption patterns, and identify opportunities for improvement.

Energy Assessment: A detailed examination of an SEU to identify specific energy-saving opportunities.

All applicable as defined in clause 3 of manual.

4. PROCEDURE

4.1 IDENTIFICATION OF SIGNIFICANT ENERGY USES (SEUS)

In the pursuit of systematically identifying and listing potential Significant Energy Uses (SEUs) within [Company], a collaborative and cross-functional approach is taken. A team is established, bringing together representatives from departments such as operations, maintenance, and facilities. This team engages in workshops and meetings to create a comprehensive inventory covering all relevant processes, equipment, and systems across the organization.



[Company]

[Company Address]

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PROCEDURE FOR ENERGY BASELINE, ENERGY PERFORMANCE INDICATORS, ENERGY OBJECTIVES, AND TARGETS

(PROCEDURE)

Document No.: ENMS-P-03 Revision No. 00

Name	Name	Name
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Sign	Sign	Sign
Date	Date	Date
Prepared By	Reviewed By	Approved By

Initial energy review	Document No: EnMS-F-03
Issued: August 10th, 2021	Revision No: 00

Location		Scope	
Review Date		Department or Area Responsible	
Planning prepared by		Approved By	

Initial Energy Consumption Data	
Criteria Used for Prioritizing SEUs (e.g., potential for improvement, operational importance, environmental impact)	
Weightage Assigned to Each Criterion	
Criteria for Assessing	
Methodology Used for Impact Assessment	

Systematically Ranked List of Prioritized SEUs and Justification

EnMS Team Leader		Date	
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ENERGY MANAGEMENT SYSTEM PLANNING FORM	Document No: EnMS- F-02
Issued: August 10th, 2021	Revision No: 00

Location		Scope	
Planning Start Date		Planning End Date	
Planning prepared by		Approved By	

Purpose of EnMS Planning			
List of Stakeholders Involved in EnMS Planning		Baseline	Period
			Value
Methods Used for Stakeholder Engagement		Methodology Used for Establishing Baseline	

Energy Objectives and Targets

Methods Used for Monitoring and Measurement

EnMS Team Leader		Date	
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Objectives and Targets	Document No: ENMS-F-24
Issued: August 10th, 2021	Revision No: 00

Sr. No.	→	Year	→		
Objective & Target	Program to Achieve it	Results For The Quarter Of			
Signature of Management Representative →					
Causes for deviation	Actions planned	Target completion	Person responsible	Follow – up actions	



COMPANY NAME

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Legal Register

Document No: ENMS-F-25 Revision No: 00 Issued: August 10th, 2021