**Dear Sir or Madam,**

Please fill in these parts of the annex ISO 50001 for your organization of the energy management system (EnMS). All additional and sampled sites shall be filled in the respective following tables to be found below.

|  |  |
| --- | --- |
| **Company name** |  |
| **Address** |  |
| **Zip Code, City** |  |
| **Contact person:**Name, Tel., E-Mail |  |

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| **1. Please list all product groups / services / activities of the organization:** |
|  |
| **2. Do you generate/produce and consume energy contiguously?** (Gas production, energy recovery from waste materials, generation of steam, cogeneration, solar power (electricity/ heat), geothermal energy, biomass, wind power, etc.; This does not refer to: Thermal afterburning; For 100% feed-in plants indicate "no"; For energy suppliers indicate "EnM 08") |
|  |
| **3. When was the ISO 50001 implemented at all sites within the scope?**(Should be at least 3 months before audit date) |
|  |
| **4. Are there plants that are financed by contracting? If yes, which energy types is this the case?** (i.e. energy supply contracting, installation contracting) |
|  |

**Completion notes of the questionnaire**

Please note the basic information as well as notes from the standard ISO 50003. The data to be determined shall be presented for each location. In addition, the relevant thresholds and limits are also valid for each location. Some of the terms are given below:

 **\*Number of energy types**

Energy types are defined as all types of energy fed into the organization's system boundaries from outside, including those **extracted** (e.g., oil, gas, coal) **or captured** (e.g., solar, wind, biomass) **and** **consumed** by the organization. Energy use of waste materials, coal, wood, etc. within the organization's system boundaries must also be considered (e.g., heat generation from wood chips).

**\*\*Annual energy consumption**

The annual energy consumption of the energy types shall be displayed in the unit kilowatt-hour. The relevant period has to cover at least twelve months and can be indicated in a full calendar year, or in a divergent period (e.g. fiscal year). The relevant period shall not date back further than the last completed calendar year. For the determination of the total energy consumption **all energy types** have to be taken into account. Only the energy consumption that is consumed is taken into account, regardless of whether the energy is produced in-house or delivered.

**\*\*\*Significant Energy Use (SEU)**

To display the significant energy use, the organization has to specify all energy consumers / consumer groups that have a significant share of the total energy consumption. Equivalent equipment or processes can be summarized and defined as one SEU. Significance criteria are to be determined as share of the total energy consumption in percent and have to bedocumented. **The threshold value is defined at 5% and more of the total energy consumption per location.** High – quality estimates of energy uses are permitted.

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| Examples of significant energy uses in the production sector | Examples of significant energy uses in the service sector |
| - For example: paint shop, mill, paper machine, dryer, furnace, injection molding machine, …- Heat generators (e.g., process heat or, where appropriate, downstream consumption points)- Cooling equipment (see also heat generators)- Compressed air generators / compressors (see also heat generators)- Transport systems- Operating vehicles | - PC / Display / Printer (EDP) - Lighting - Room heating - Operating vehicles - Server application |

**\*\*\*\*EnMS effective personnel**

EnMS effective personnel is all personnel including contractors or external service providers that

* **has significant influence on the EnMS,**
* **has responsibilities within the EnMS,**
* **has impact on the energy performance or**
* **has significant influence on the energy consumption**.

If **one of the above mentioned** criteria applies to a staff member, this staff member is to be declared as EnMS effective personnel. If a staff member has several responsibilities or roles due to its scope of duties or its workplace (locality), this EnMS effective staff member is to be counted by its **energy relevant roles**. If these roles and responsibilities apply to **external staff members**, they also have to be included. For the determination of the EnMS effective personnel **the corporate and energy relevant hierarchy levels** can be used. These levels should be determined based on the **energy review**. A detailed presentation shall be displayed during the **on-site Audit**. The number of EnMS effective personnel is **counted in full-time equivalents** (FTEs), which means that part-time employees count only partially (i.e., 30 part-time employees working 4 hours per day are 15 full-time employees (FTEs)).

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| **Determination of EnMS effective personnel acc. ISO 50003 per site** |
| **Reference** | **Function** |
| Annex A 2.2 a), e) | Top Management (e.g. executive board) |
| Annex A 2.2 b), e), f), g) | EnMS-Team / Management representative / External consultants |
| Annex A 2.2 c), d), f), g), h) | Other responsible staff members that count for the effectiveness of the EnMS, unless they are not already part of the energy team.(E.g. Department Head, Division Managers of the relevant sectors including partners and external staff related to Recruitment, Controlling, Purchasing Department, Maintenance, Production, Product Development, Legal Department, etc.) |

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| **Desired audit date (calendar week)** |  |
| **Date and signature confirming the accuracy of the information provided** |  |
| **Recorded by TÜV Rheinland employee** |  |
| **Discussed with** (name of customer) |  |

| **Table A:** Sampling site name/no.: **Headquarter** ’Please create the required number of tables first and then fill out. |
| --- |
|  | **Company name, Address, ZIP Code, City** | **\*Energy types** | **\*\*Annual energy consumption (kWh)** | **\*\*\*Number of SEUs** | **List / Name of SEUs …** | **… List / Name of SEUs** |
| Company name: |  | [ ]  Electricity |  |  |  |  |
| Address: |  | [ ]  Gas |  |  |  |
| ZIP Code: |  | [ ]  Fuel Oil |  |  |  |
| City: |  | [ ]  Fuels |  |  |  |
| Country: |  | [ ]   |  |  |  |
| **Total energy consumption in kWh (automated field, press F9):** | 0 | **\*\*\*\*Number of EnMS effective personnel** | **Please list all products / services / activities on this site (i.e. website):** |
|  |  |

**Table B: Companies with more than one site:**

|  |  |
| --- | --- |
| **Is the head quarter at the same time the so-called central function in the sense of ISO 50003:** | [ ]  Yes; [ ]  No, Site:\_\_\_\_\_\_\_\_\_\_ |
| **Does the central function consider over all sites: Guiding and monitoring EnB(s), relevant variables, (energy) targets, action plans including effectiveness and EnPIs, and improving energy-related performance?** | [ ]  Yes; [ ]  No |
| [ ]  Besides of Sites-No. \_\_\_\_\_\_\_\_\_\_\_\_ |

| **Table C:** Sampling site name/no.: **Enter the location number here.** Please complete this table separately for each location (duplicate/copy table accordingly) |
| --- |
|  | **Company name, Address, ZIP Code, City** | **\*Energy types** | **\*\*Annual energy consumption (kWh)** | **\*\*\*Number of SEUs** | **List / Name of SEUs …** | **… List / Name of SEUs** |
| Company name: |  | [ ]  Electricity |  |  |  |  |
| Address: |  | [ ]  Gas |  |  |  |
| ZIP Code: |  | [ ]  Fuel Oil |  |  |  |
| City: |  | [ ]  Fuels |  |  |  |
| Country: |  | ☐  |  |  |  |
| **Total energy consumption in kWh (automated field, press F9):** | 0 | **\*\*\*\*Number of EnMS effective personnel** | **Please list all products / services / activities on this site (i.e. website):** |
|  |  |

**Table D: Please add any existing energy consumption and consumption points without employees that fall within the scope of the certification**

**Note on the table:** If required, you can submit your own format (e.g. Excel) which contains at least the information listed in the table per column as shown and does not contain any copy protection.

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| **Consecutive number of the associated site according to Annex 1 of the main certificate** | **Consecutive number** | **Name** | **Street and house number** | **Postal code** | **City** | **Associated legal entity/company** | **Main activity or description of the site** | **Total energy consumption per year** **[kWh]** |
| \*Do not fill in.Will be added by the certification body. | Example:01 | Example:Pumping station C3,Radio tower X | Example:Musterstr. 1 | Example:12345 | Example:Munic | Example:Public service S.A.S orTelefone AG, etc. | Example:Water supply orradio mast operation | X.XXX.XXX |
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| **Total (select automatic total field on the right and press F9)** | 0 |