**Self-evaluation questionnaire for energy management systems - EnMS**

 (Annex to the Official Application for Certification)

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| Organization:  |
| Contact person for EnMS audit: | Name: |
|  | Phone: |
| Effective personnel of energy management system[[1]](#footnote-1)?*(personnel who have a significant impact on the energy performance and effectiveness of EnMS and may include external contractors/service providers that affect energy performance or affect the improvement of the organisation's energy performance)* |  |
| From the effective personnel mentioned above, are there people who hold several positions (jobs) within the organization (through decisions, multiple roles, etc.)?If YES, please state the number of people: …………………..... |[ ]  Yes |
|  |[ ]  No |
| EnMS limits (as defined by the organization): ................................ |
| Annual energy consumption within the organization is: |[ ]  ≤ 20 TJ |
|  |[ ]  20 TJ ≤ 200 TJ |
|  |[ ]  200 TJ ≤ 2 000 TJ |
|  |[ ]  > 2 000 TJ |
| Number of energy types identified in energy review that account for 80 % of your total energy consumption*(e.g. electricity, fuels, biomass, steam, compressed air, etc.)* |[ ]  1 up to 2 energy types |
|  |[ ]  3 energy types |
|  |[ ]  ≥ 4 energy types |
| No. of significant energy uses (SEU) is: |[ ]  1 - 3 SEU |
|  |[ ]  4 - 6 SEU |
|  |[ ]  7 - 10 SEU |
|  |[ ]  11 – 15 SEU |
|  |[ ]  ≥ 16 SEU |
| Which are the main *energy types* within the organization?........................... |
| Does your organisation generate energy on-site (e.g. generation of steam within the boundary, cogeneration)? |[ ]  YES |
|  |[ ]  NO |
| Has an energy audit been carried out in the organisation in the last 4 years by a nationally authorised energy auditor? |[ ]  YES |
|  |[ ]  NO |
| Has your organisation been EMAS verified and validated and is it registered in the EMAS Register? |[ ]  YES |
|  |[ ]  NO |
| Is the energy baseline determined for the scope and boundaries of your EnMS? Please write: ...... |

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized representative (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Personnel taken into account in determining the number of effective personnel: top management; the energy management team; persons responsible for procurement related to energy performance; the persons responsible for making major changes in the organization that affect energy performance; persons responsible for developing, implementing or maintaining energy performance improvement, including objectives, energy targets and action plans; persons responsible for the development and maintenance of energy data and energy analysis; persons responsible for the planning, operation and maintenance of SEU-related processes, including during seasonal operations (eg harvesting activities, hotels), as appropriate; people responsible for design that affects energy performance* [↑](#footnote-ref-1)