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

(Annex to the Official Application for Certification)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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)