

# Energy Review Procedure

Reference: ENMS DOC 6.3

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## 1. Scope

To define a process for conducting an energy review, including establishing energy baselines (EnBs) and energy performance indicators (EnPIs).

## 2. Responsibilities

The Chief Executive Officer (CEO) is responsible for ensuring that energy reviews are conducted.

The Energy Management Team is responsible for coordinating and executing the elements of this procedure, including performing the energy review, collating data, calculating EnBs and EnPIs, and determining areas of significant energy use (SEU).

## 3. Energy data collection and review

3.1 Energy data is collected by the Energy Management Team throughout the year in line with the data collection plan defined in the [Energy Review Plan and Data](#).

3.2 The Energy Management Team undertakes a review to determine what forms of energy are used within Organisation Name. Purchasing records for goods and services may be used to assist with this activity. This review is carried out for each relevant facility, site, building or area within the scope of the energy management system.

3.3 The consumption of the various forms of energy for each facility, etc. is noted, and a grand total computed. Results are recorded in the [Energy Review Plan and Data](#) and compared against previous energy use and projected future consumption.

3.4 EnBs are calculated as part of this review. These are calculated over a period of time and may vary with season, weather, business activity or any other relevant factor, including static factors.

3.5 EnPIs are then derived. The method used to determine and update EnPIs is recorded in

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3.6 EnPI values are recorded in the [Energy Review Plan and Data](#) as appropriate for use in the energy review and in setting objectives and targets for the energy management system.

<<3.7-3.11 removed for sample purposes>>

### ***Document Owner and Approval***

The Energy Management Team is the owner of this document and is responsible for keeping it up to date.

The current version of this document is available to

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