Checklist for Updating the EnMS

|  | **What?** | **How often?** | **How?** | **Who?** |
| --- | --- | --- | --- | --- |
|  | Energy policy (as needed) |  | Management review |  |
|  | Legal requirements (defined intervals) |  |  |  |
|  | Other energy requirements subscribed to (defined intervals) |  |  |  |
|  | Energy review (defined intervals) |  |  |  |
|  | * Energy sources |  |  |  |
|  | * Energy use and consumption (past and present) |  |  |  |
|  | * Significant energy uses |  |  |  |
|  | * Energy opportunities |  |  |  |
|  | Energy baseline (s) |  | EnPIs no longer reflect energy use and consumption  Major changes to processes, operational patterns, energy systems  Pre-determined method |  |
|  | EnPIs |  |  |  |
|  | Review of methodology for determining and updating EnPIs |  |  |  |
|  | Energy objectives and targets |  | Management review |  |
|  | Action plans (defined intervals) |  |  |  |
|  | Training needs |  |  |  |
|  | Awareness |  |  |  |
|  | Communication (internal) |  |  |  |
|  | Communication (external) |  |  |  |
|  | Documentation |  |  |  |
|  | Operational control |  |  |  |
|  | Design |  |  |  |
|  | Procurement |  |  |  |
|  | Monitoring, measurement and analysis (planned intervals) |  |  |  |
|  | Measurement needs (periodic review) |  |  |  |
|  | Evaluation of compliance (planned intervals) |  |  |  |
|  | Internal audit schedule | Changes in status or importance |  |  |
|  | Necessary changes resulting from corrective and preventive actions |  |  |  |
|  | Record controls |  |  |  |
|  | Conduct management reviews (planned intervals) |  |  |  |
|  | Management review inputs |  |  |  |
|  | Management review outputs |  |  |  |