

| Component | Component | Level | Q # | Question |
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| Management commitment | 1 | 1 | 1 | Our management has expressed verbal support for energy management. |
| Management commitment | 1 | 2 | 1 | Our management has a written commitment (e.g. charter, policy or directive) to improve energy performance, that has been shared with employees and other relevant individuals who occupy our facility. |
| Management commitment | 1 | 3 | 1 | We have an energy policy that specifies guiding principles for energy management (e.g. continuous improvement). |
| Management commitment | 1 | 3 | 2 | Our energy policy is reviewed and updated regularly. |
| Management commitment | 1 | 4 | 1 | Our energy policy includes a commitment to purchase energy efficient products and services. |
| Management commitment | 1 | 4 | 2 | Our written energy policy has been communicated to staff <u>at all levels</u> within our organization. |
| Management commitment | 1 | 4 | 3 | Top management ensures that our energy policy provides a framework for both setting and achieving goals. |
| Management commitment | 1 | 5 | 1 | A senior executive has energy management in their performance goals. |
| Management commitment | 1 | 5 | 2 | A senior executive regularly communicates with our executive team on our energy performance and provides updates on our energy management program. |
| Management commitment | 1 | 5 | 3 | Our top management has committed to long term energy goals (at least 3 years out) that are appropriate to our organization's savings potential. |
| Resources (human and financial) | 2 | 1 | 1 | We have at least one individual tasked with improving our energy performance as part of their role (with or without formal responsibilities). |

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| Resources (human and financial) | 2 | 2 | 1 | We have an individual or team with <u>formal responsibility</u> for our energy performance/management. |
| Resources (human and financial) | 2 | 2 | 2 | We provide training to staff in energy management (in-house or external). |
| Resources (human and financial) | 2 | 3 | 1 | We have an energy team that meets at least monthly and has allocated resources for at least the next 12 months of energy performance improvements. |
| Resources (human and financial) | 2 | 3 | 2 | We have evaluated the capability of key staff responsible for our energy performance (e.g. training and experience in the operation of large energy systems). |
| Resources (human and financial) | 2 | 4 | 1 | Our <u>management</u> has formally appointed an energy champion and team to manage our SEM program implementation. |
| Resources (human and financial) | 2 | 4 | 2 | Staff operating large energy systems have been trained and take action to improve our energy performance as documented in our SEM program (e.g. HVAC, chillers, boilers etc.). |
| Resources (human and financial) | 2 | 4 | 3 | Top management has allocated the resources needed to establish, implement and improve our SEM program and energy performance. |
| Resources (human and financial) | 2 | 5 | 1 | Our organization provides <u>formal training</u> in energy management to <u>all relevant staff</u> and maintains records of training conducted. |
| Resources (human and financial) | 2 | 5 | 2 | Sufficient resources have been formally allocated to meet our energy performance targets. |
| Energy review and analysis | 3 | 1 | 1 | We have conducted a review of our energy-using equipment and energy bills to identify savings opportunities. |
| Energy review and analysis | 3 | 2 | 1 | We have conducted an <u>assessment</u> of our <u>energy performance, costs and opportunities</u> to improve energy performance within our facilities (e.g. an energy audit). |

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| Energy review and analysis | 3 | 2 | 2 | We conduct periodic reviews of large energy systems and repair variances/faults (e.g. boilers, compressors, HVAC and compressed air). |
| Energy review and analysis | 3 | 3 | 1 | We have conducted <u>comprehensive technical assessments</u> of opportunities to improve energy performance within each of our <u>key facilities</u> . |
| Energy review and analysis | 3 | 3 | 2 | We have conducted a review of <u>organizational activities</u> that affect our energy performance and identified opportunities to improve (e.g. operating and maintenance practices, processes, seasonal variations). |
| Energy review and analysis | 3 | 4 | 1 | We conduct formal energy assessments at <u>defined intervals</u> based on measured data and for each large energy system. |
| Energy review and analysis | 3 | 4 | 2 | We record and maintain energy review documentation which includes key energy data, large energy systems, energy performance results and improvement opportunities. |
| Energy review and analysis | 3 | 4 | 3 | We update our energy review at defined intervals and following major facility, equipment, system or process changes. |
| Energy review and analysis | 3 | 5 | 1 | We have documented an energy balance or energy value stream map for at least 80% of our total energy consumption. |
| Energy KPIs and targets | 4 | 1 | 1 | We have engaged company-wide to establish informal targets for reducing energy consumption in our business. |
| Energy KPIs and targets | 4 | 1 | 2 | We have established a baseline for energy use and cost within our organization (e.g. comparison against prior year) and communicated this to employees. |
| Energy KPIs and targets | 4 | 2 | 1 | We have <u>set formal targets and KPIs</u> for improving energy performance. |
| Energy KPIs and targets | 4 | 2 | 2 | We normalize energy consumption based on significant variables (e.g. production, occupancy, ft2, weather) and track against our baseline. |

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| Energy KPIs and targets | 4 | 3 | 1 | We have energy performance targets and KPIs for <u>large energy systems and/or equipment</u> in our business that are <u>updated regularly</u> (at least annually). |
| Energy KPIs and targets | 4 | 3 | 2 | We occasionally update our baseline to account for major events (e.g. new equipment, changes in processes and facilities). |
| Energy KPIs and targets | 4 | 4 | 1 | We have formal objectives and targets at <u>each level</u> within our organization, that have <u>clear timeframes for achievement</u> and are <u>consistent with our energy policy</u> . |
| Energy KPIs and targets | 4 | 4 | 2 | Our baselines and KPIs are reviewed, adjusted and recorded, based on defined criteria. |
| Energy KPIs and targets | 4 | 5 | 1 | Our energy KPIs are embedded within our business performance metrics or organization scorecard (if your organization does not have a scorecard, select "Needs improvement"). |
| Energy KPIs and targets | 4 | 5 | 2 | Energy use variations from target for each of our large energy systems are tracked and reviewed at least monthly. |
| Action plans | 5 | 1 | 1 | We have plans to improve energy efficiency (e.g. on an ad hoc or project by project basis). |
| Action plans | 5 | 2 | 1 | We have action plans for the current year for reducing energy use and organizational activities, including timeframes and responsibilities for each project. |
| Action plans | 5 | 2 | 2 | Our action plans include both capital and low-cost (e.g. operations and maintenance, occupant engagement) improvements and savings estimates and are updated regularly. |
| Action plans | 5 | 3 | 1 | Our management reviews and approves our action plans. |
| Action plans | 5 | 3 | 2 | We regularly (at least annually) review activities in our action plans and verify project results against the plans. |

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| Action plans | 5 | 4 | 1 | Our action plans are designed to achieve our written objectives and targets, and are updated at defined intervals. |
| Action plans | 5 | 4 | 2 | Our action plans include clear designation of responsibility, <u>means and timeframe</u> by which targets are to be achieved, and a <u>prescribed method for verifying results</u> . |
| Action plans | 5 | 5 | 1 | Our energy action plans are aligned with our energy policy, endorsed by top management and regularly reviewed for effectiveness (at least quarterly). |
| Action plans | 5 | 5 | 2 | Our entire organization is assessed on performance against our energy action plans. |
| Operations and maintenance | 6 | 1 | 1 | Operations and maintenance staff implement low/no-cost energy savings measures when identified (e.g. checking air damper operations, lighting controls, compressed air leaks, steam trap leaks). |
| Operations and maintenance | 6 | 2 | 1 | We have made changes to our established standard operating procedures to reduce energy waste and to ensure persistence of energy savings (If your organization has no standard operating procedures, select "Needs improvement"). |
| Operations and maintenance | 6 | 2 | 2 | Changes in operating procedures to improve energy efficiency <u>have been communicated to facilities, operations, and maintenance staff</u> . |
| Operations and maintenance | 6 | 3 | 1 | Energy-related operations and maintenance activities are the <u>assigned responsibility</u> of specific staff (e.g. facilities or maintenance team). |
| Operations and maintenance | 6 | 4 | 1 | Our energy champion has established formal criteria and procedures within our SEM program to ensure effective operation and control of energy systems. |
| Operations and maintenance | 6 | 4 | 2 | Our operations and maintenance procedures for energy systems include defined criteria to limit energy performance deviation from target. |
| Operations and maintenance | 6 | 5 | 1 | Our operations and maintenance staff have identified preventive maintenance activities to improve efficiency in large energy systems, which are managed in our maintenance system and completed as scheduled. |

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| Operations and maintenance | 6 | 5 | 2 | Our control systems are regularly monitored to ensure we continue to operate large energy systems at the designed energy performance. |
| Operations and maintenance | 6 | 5 | 3 | All equipment that collectively consumes more than 70% of total facility energy consumption has been designated as large energy systems, and has operating and maintenance procedures that maximize energy performance. |
| Monitoring and analysis | 7 | 1 | 1 | We occasionally record and review energy consumption and costs at our facility level. |
| Monitoring and analysis | 7 | 2 | 1 | We <u>regularly</u> record and review key factors that impact our energy performance (e.g. consumption, large energy systems, weather, production lines, hours of operation, occupancy). |
| Monitoring and analysis | 7 | 2 | 2 | We have staff assigned and trained to acquire and analyze relevant energy data. |
| Monitoring and analysis | 7 | 3 | 1 | At <u>consistent and planned intervals</u> , our staff record, review and analyze key factors impacting energy performance of large energy systems (or facilities). |
| Monitoring and analysis | 7 | 3 | 2 | We have identified our energy monitoring/submetering needs and plans to improve (as appropriate). |
| Monitoring and analysis | 7 | 4 | 1 | We have <u>documented the frequency and scope of energy measurement</u> for our organization. |
| Monitoring and analysis | 7 | 4 | 2 | We ensure all data collection measurement means are accurate and/or calibrated and records of the calibration are stored. |
| Monitoring and analysis | 7 | 4 | 3 | Our staff investigate and respond to significant deviations in our energy performance. |
| Monitoring and analysis | 7 | 5 | 1 | We have submetering in place for large energy systems (processes and equipment). |

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| Monitoring and analysis | 7 | 5 | 2 | We have an energy information system accessible to relevant staff, that captures energy use, energy cost and energy drivers (e.g. production, occupancy). |
| Monitoring and analysis | 7 | 5 | 3 | All relevant staff have been trained on common energy analysis tools and procedures. |
| Employee engagement | 8 | 1 | 1 | We have more than one employee taking action to improve our energy performance (e.g. motivated employees are taking ad-hoc actions to improve energy management). |
| Employee engagement | 8 | 2 | 1 | We conduct employee awareness, which includes communication of our performance against targets and actions to reduce energy use. |
| Employee engagement | 8 | 2 | 2 | We actively solicit employee ideas about how to improve our energy program and energy performance (e.g. through suggestions box, company newsletters, competitions etc.). |
| Employee engagement | 8 | 3 | 1 | <u>Most</u> of our employees and facility occupants are <u>familiar with our energy policy and energy performance.</u> |
| Employee engagement | 8 | 3 | 2 | <u>Most</u> of our employees <u>understand</u> how their actions can impact achievement of our energy targets. |
| Employee engagement | 8 | 4 | 1 | Our management regularly communicates the importance of energy performance including energy policy and objectives/targets to all operations staff/employees. |
| Employee engagement | 8 | 4 | 2 | Our staff are aware of their roles, responsibilities and authorities within our SEM program and are aware of how their behaviors contribute to our energy objectives/targets. |
| Employee engagement | 8 | 4 | 3 | Employee suggestions about improvement in energy performance are recognized and rewarded. |
| Employee engagement | 8 | 5 | 1 | Our organization's targets are broken down to specific employee or facility targets and relevant employees have energy targets in their personal objectives. |

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| Employee engagement | 8 | 5 | 2 | Energy management is part of each appropriate employees' annual review. |
| Employee engagement | 8 | 5 | 3 | We routinely communicate with our community and external stakeholders regarding our energy performance as compared to our goals, in the interest of accountability. |
| Reporting, review and reassessment | 9 | 1 | 1 | Our energy <u>consumption</u> is reported to and reviewed by management at least once a year (e.g. during annual budget cycle). |
| Reporting, review and reassessment | 9 | 2 | 1 | We regularly review our energy performance against targets and take actions when necessary. |
| Reporting, review and reassessment | 9 | 2 | 2 | We regularly report our <u>energy performance and achievements</u> to management. |
| Reporting, review and reassessment | 9 | 3 | 1 | We regularly (e.g. annually) conduct a <u>formal review</u> of our energy performance <u>results and our plans</u> for the coming year(s). |
| Reporting, review and reassessment | 9 | 4 | 1 | Our energy champion reports on our energy and SEM program performance to top management at intervals defined by top management. |
| Reporting, review and reassessment | 9 | 4 | 2 | At planned intervals our <u>top management reviews</u> our <u>SEM program</u> to ensure its <u>suitability, adequacy, and effectiveness</u> . |
| Reporting, review and reassessment | 9 | 4 | 3 | Outputs from reviews of our SEM program by top management include specific improvement actions (e.g. changes to energy policy, KPIs or targets). |
| Reporting, review and reassessment | 9 | 5 | 1 | We have an executive officer that reviews our energy team's activities on a regular basis. |
| Reporting, review and reassessment | 9 | 5 | 2 | Energy reporting and review is a regular responsibility of all appropriate units of the organization. |

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| Reporting, review and reassessment | 9 | 5 | 3 | We conduct regular management reviews of energy projects, large energy systems and SEM program processes. |
| Procurement and design | 10 | 1 | 1 | Energy has been considered in equipment procurement and facility design in the last year. |
| Procurement and design | 10 | 2 | 1 | Energy performance is <u>regularly</u> used in decision-making for capital procurement or facility design decisions. |
| Procurement and design | 10 | 3 | 1 | Energy performance is included in our capital approval process (e.g. on expenditure application form or formal capital approval process). |
| Procurement and design | 10 | 4 | 1 | We have written procedures for procurement of services, products, and equipment (e.g., heating and cooling equipment, computers, printers) that target energy use reductions, and our suppliers are informed that energy performance is part of our purchasing evaluation. |
| Procurement and design | 10 | 4 | 2 | When purchasing energy consuming equipment, we utilize <u>documented criteria</u> to assess the <u>energy consumption over the equipment's expected operating lifetime</u> (e.g. lifecycle analysis for boilers, chillers etc.). |
| Procurement and design | 10 | 4 | 3 | Options to improve the energy performance of large energy systems are <u>formally considered in the design</u> of new, modified and renovated facilities, equipment, systems and processes. |
| Procurement and design | 10 | 5 | 1 | Onsite energy generation is considered alongside purchased utility energy, when appropriate. |
| Procurement and design | 10 | 5 | 2 | For major upgrades, we identify energy efficient opportunities, analyze savings, and include these when cost effective. |
| Procurement and design | 10 | 5 | 3 | We have formal procedures that take energy efficiency into account in repair/replacement decisions (e.g. life cycle guidelines for repair/replacement of motors). |
| Documentation and records | 11 | 1 | 1 | We document our energy management activities in at least an ad-hoc manner. |

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| Documentation and records | 11 | 2 | 1 | We have documented our energy policy, baseline, targets, plans and results. |
| Documentation and records | 11 | 3 | 1 | Our energy-related documents are regularly (at least annually) reviewed and updated to help guide actions. |
| Documentation and records | 11 | 4 | 1 | Our energy program is <u>comprehensively and consistently</u> documented (e.g. records, planning, policy, objectives, targets, plans, decisions, purchasing specifications, results, etc.). |
| Documentation and records | 11 | 4 | 2 | Documents required by our SEM program are controlled through a formal system that includes current revision status, changes, approval and periodic review. |
| Documentation and records | 11 | 5 | 1 | Our organization has defined and implemented controls for the identification, retrieval, retention, legibility and traceability of energy-related records (e.g. energy reviews, methodologies for updating KPIs, SEM program audit results, calibration etc.). |
| Energy management system audits | 12 | 1 | 1 | We have previously assessed our current practices with an Energy Management Assessment or performance scorecard (prior to this assessment). |
| Energy management system audits | 12 | 2 | 1 | We regularly (at least every 6 months) review attainment of our energy management plans and set an appropriate course correction for continuous improvement as needed. |
| Energy management system audits | 12 | 3 | 1 | We utilize root cause analysis (problem solving method to identify the cause) to understand reasons for SEM program non-performance, and then take appropriate action. |
| Energy management system audits | 12 | 4 | 1 | At planned intervals we conduct internal SEM program audits to ensure ISO 50001-level conformance and energy performance improvement. |
| Energy management system audits | 12 | 4 | 2 | Results of SEM program audits are maintained and reported to executives including nonconformities and corrective actions to our SEM program. |
| Energy management system audits | 12 | 5 | 1 | We use preventive actions as input to energy projects by using real-time data trends, energy review updates, and supplier data trends |

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| Energy management system audits | 12 | 5 | 2 | Results of SEM program audits are consistently used to improve energy management. |