Energy Policy Worksheets

*Use this worksheet to help compose an energy policy.*

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| 1. Write a sentence or phrase that describes the business of your organization. |
| 2. Think about how your organization uses energy. Consider, for example:  How much energy does the organization use?  What type(s) of energy does the organization use?  What are the effects of the organization’s energy use: on the environment; on the community; on the organization? |
| 3. Write a sentence or phrase committing your organization to achieving continual improvement in energy performance. |
| 4. Write a sentence or phrase that commits your organization to providing the resources and information needed to achieve your energy objectives and targets. |
| 1. Write a sentence or phrase committing your organization to comply with legal requirements and other requirements which relate to your organization’s energy use. |
| 1. Write a sentence or phrase committing your organization to the use of energy objectives and targets. |
| 1. Write a sentence or phrase committing your organization to the purchase of energy efficient products and services. |
| 1. Considering your response to item #2, combine your statements from items 1, 3-7 into a short paragraph to form a draft policy statement. Consider the use of bullets and mnemonics. |

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Alternate Energy Policy Worksheet

*If your organization already has a draft or approved energy or other management system policy, use this alternate worksheet to evaluate whether the policy meets the basic expectations for an ISO 50001 energy policy.*

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| **Yes** | **Requirements** |
|  | 1. Did top management define the policy? |
|  | 1. Does the policy reflect the nature and extent of the organization’s energy use? |
|  | 1. Does the policy contain a commitment to achieving continual improvement in energy performance? |
|  | 1. Does the policy commit to providing the resources and information needed to achieve improvement through the use of energy objectives and targets? |
|  | 1. With respect to the organization’s energy use, does the policy commit to complying with applicable legal requirements? |
|  | 1. With respect to the organization’s energy use, does the policy commit to compliance with any other requirements the organization undertakes? |
|  | 1. Is the use of energy objectives and targets outlined by the policy? |
|  | 1. Is the purchase of energy efficient products and services supported by the policy? |
|  | 1. Is the energy policy documented? |
|  | 1. Is the policy communicated to employees and others working on behalf of the organization (e.g. on-site contractors and suppliers)? |
|  | 1. Is the policy regularly reviewed and updated as needed? |