

# EXEMPLAR ENERGY MANAGEMENT



## Assess Using

Energy in Education [ENERGY COORDINATOR'S WORKBOOK](#) (page 2)  
- 6 Actions

**Questionnaire - Where are we now?**

Answer these questions to help you assess your current situation in relation to energy management. Make a photocopy of this form, as ideally it should be completed in 12 month's time and the answers compared.

*(If an effective energy management system is in place, most of your answers will be in the boxes on the right.)*

Has a Coordinator been appointed to manage the Energy Management Programme?

No     Informal appointment     Formal appointment

Additional comments:

Is there an Energy Statement?

No     Yes, a formal, written, statement

Additional comments:

Have you identified significant energy users and factors that influence energy consumption?

No     Yes, but energy use has not been quantified     Yes, and some quantification of energy use has taken place     Yes, a full assessment has been undertaken

Additional comments:

Is there an Energy Action Plan in place?

No (none)     Unwritten plan     Written plan     Written plan which has been implemented

Additional comments:

Are energy efficient practices and energy awareness promoted amongst staff?

Not at all     Sometimes     Formally and regularly

Additional comments:

Is there an energy measurement and monitoring system in place?

No     Some informal monitoring     Formal system

Additional comments:

Conclusions:



## How to Assess

Self Assess, and deemed Exemplar if:

- ✓ Formal appointment of an energy coordinator
- ✓ A formal written energy statement
- ✓ A full assessment of significant energy users and factors
- ✓ An Energy Action Plan delivers target energy and emission savings
- ✓ Energy awareness is promoted to staff
- ✓ There is a formal system for energy measurement and monitoring



## How often

Annually. Record in SEAI's Monitoring and Reporting system.



## Supports

- SEAI Exemplar EM implementation**
- [Energy Academy](#) 'Saving Energy in Schools'
  - [Energy in Education training course](#) 2 x ½ day workshops

- Networks**
- Energy Link [Schools](#)

- Website**
- [SEAI - Energy In Education](#)
  - [Resources for Teachers](#)

- Financial support**
- [SEAI Communities Grant](#)
  - National Energy Efficiency Upgrade Pilot for Schools (By invitation)

- Non SEAI**
- EPA: Green Public Procurement [Guidelines](#)

# EXEMPLAR ENERGY MANAGEMENT



## Assess Using



## How to Assess



## How often



## Supports



**Micro Business**  
Annual Energy Costs < €25k

SEAI [ENERGY MANAGEMENT WORKBOOK SMEs](#) (page 2)  
- 6 Actions

Energy management diagnostic questionnaire

**ACTION 1** What is your current energy management situation?  
Fill out this energy management diagnostic questionnaire to help you assess this. This form should be filled in again in 12 months' time and the answers compared.

(If a good energy management system is in place, most of your answers will be the third and fourth boxes.)

Has a coordinator been appointed to manage the energy action plan?  
 No  Informal appointment  Formal appointment but low priority  Formal appointment  
 Additional comments

Do you have an energy statement?  
 No  Informal statement  Incomplete statement  Complete formal statement  
 Additional comments

Have you identified significant energy users or factors that influence energy consumption?  
 No  Informally (no quantification)  Informally (some quantification)  Yes (quantified assessment)  
 Additional comments

Is there an energy action plan in place?  
 No (none)  Informal unwritten plan  Informal written plan  Formal plan  
 Additional comments

Are energy efficient practices and energy awareness promoted amongst employees?  
 Not at all  Informally and infrequently  Informally but regularly  Formally and regularly  
 Additional comments

Is there an energy measurement and monitoring system in place?  
 No (none)  Informal  Incomplete system  Formal system  
 Additional comments

Conclusions from diagnostic:

Self Assess\*, and deemed Exemplar if:

- ✓ A Coordinator is appointed to manage the energy action plan
- ✓ A formal written energy statement
- ✓ A full assessment of significant energy users and factors
- ✓ An Energy Action Plan delivers target energy and emission savings
- ✓ Energy awareness is promoted to staff
- ✓ There is a formal system for energy measurement and monitoring

\* By a member of Senior Management. Or a stakeholder with an energy management background. Contact SEAI publicsector@seai.ie on how supports can help with assessment

Annually. Record in SEAI's Monitoring and Reporting system.

### SEAI Exemplar EM implementation

- [Energy Academy](#)
- [Workshops](#): 2 x ½ day small business EM course
- Online briefings

### Partnership 2030

- Dedicated Support Manager
- Structured EM support

### Networks

- Energy Link ([Smaller Office based organisations](#))

### Website

- [SEAI – Support for SMEs](#)

### Financial support

- [SEAI Communities Grant](#)

### Non SEAI

EPA: Green Public Procurement [Guidelines](#)



# EXEMPLAR ENERGY MANAGEMENT



## Assess Using



### Organisations

Annual Energy Costs  
€25k - €250k

### SEAI ENERGY MAP BASIC DIAGNOSTIC\*

- 6 Actions and identification of barriers

Energy Management Diagnostic Questionnaire - Small Organisation Version					
Site Name: <input type="text"/>		SEAI Client ID: <input type="text"/>			
Participants: <input type="text"/>		Score: 0%			
SEAI Representative: <input type="text"/>		Date: <input type="text"/>			
seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND					
Question	Assessment			Additional Comments	
1 Is there a co-ordinator appointed to manage energy management?	<input type="checkbox"/> No	Informal appointment	Formal appointment but low priority	Formal appointment	
2 Is there an energy statement (or Energy Policy)?	<input type="checkbox"/> No	Informal Statement	Incomplete Statement	Complete, formal, well-communicated Statement	
3 Have you identified significant energy users & factors that influence energy consumption?	<input type="checkbox"/> No	Informally (no quantification)	Informally (some quantification)	-	
4 Do you have an Energy Action Plan?	<input type="checkbox"/> No (None)	Informal, Unwritten Plan	Informal, Written Plan	-	
5 Are energy efficiency awareness & practices promoted?	<input type="checkbox"/> Not at all	Informally & infrequently	Informally but regularly	Formally & Regularly	
6 Is there an energy measurement & monitoring system in place?	<input type="checkbox"/> No (none)	Informal	Incomplete System	Formal System	
Barriers					
i					
ii					
iii					

\* For Partners, an SEAI appointed advisor can undertake or assist in the EM assessment



## How to Assess

Self Assess\*, and deemed Exemplar if:

- ✓ A Coordinator is appointed to manage the energy action plan
- ✓ A formal written energy statement
- ✓ A full assessment of significant energy users and factors
- ✓ An Energy Action Plan delivers target energy and emission savings
- ✓ Energy awareness is promoted to staff
- ✓ There is a formal system for energy measurement and monitoring

\* By a member of Senior Management. Or a stakeholder with an energy management background. Contact SEAI publicsector@seai.ie on how supports can help with assessment



## How often

Annually. Record in SEAI's Monitoring and Reporting system.



## Supports

### SEAI Exemplar EM implementation

- [Energy Academy](#)
- [Workshops](#): 2 x ½ day small business EM course
- Online briefings

### Partnership 2030

- Dedicated Support Manager
- Structured EM support

### Networks

- [Energy Link](#) Choose an appropriate Community of Practice

### Website

- [SEAI – Support for SMEs](#)

### Financial support

- [SEAI Communities Grant](#)

### Non SEAI

EPA: Green Public Procurement [Guidelines](#)

# EXEMPLAR ENERGY MANAGEMENT



**Organisations**  
Annual Energy Costs  
€250k - €1M



## Assess Using

SEAI ENERGY MAP FULL DIAGNOSTIC\*  
- 20 Actions and identification of barriers

The image shows a screenshot of the SEAI Energy MAP Diagnostic form. It includes fields for Name, Department, and Participant, and a table with columns for Question, Assessment, and Additional Comments. The table contains 20 rows of diagnostic questions related to energy management, such as 'Does your organisation have an energy management system?' and 'Do you have an energy policy?'. Each row has a 'Yes/No' column, an 'Assessment' column with checkboxes for 'Yes', 'No', and 'Partially', and an 'Additional Comments' column.

\*For Partners, an SEAI appointed advisor can undertake or assist in the EM assessment



## How to Assess

Assessment by an external EM expert, and deemed Exemplar if:  
✓ A Score of 75% or above



## How often

Annually. Record in SEAI's Monitoring and Reporting system.



## Supports

- SEAI Exemplar EM implementation**
- [Energy Academy](#)
  - [Workshops](#): 3 x 1/2 day Energy MAP course
  - Online briefings

- Partnership 2030**
- Dedicated Support Manager
  - Structured EM support

- Networks**
- [Energy Link](#) Choose an appropriate Community of Practice

- Website**
- [SEAI – Support for Business and the Public Sector](#)

- Financial support**
- [SEAI Communities Grant](#)

**Non SEAI**  
EPA: Green Public Procurement [Guidelines](#)



# EXEMPLAR ENERGY MANAGEMENT



**Organisations**  
Annual Energy Costs  
€1M - €5M



## Assess Using

SEAI ADVANCED ENERGY MANAGEMENT DIAGNOSTIC, available through SEAI  
- 20 Actions and identification of achievements

Pillars	Energy Management Element	Element Score	Totals
Commit	1 Senior management commitment	7 / 10	70%
	2 Appoint senior manager sponsor	8 / 10	
	3 Appoint Energy Management Co-ordinator	7 / 10	
	4 Establish an Energy Management Team	6 / 10	
	5 Establish an Energy Policy	7 / 10	
Identify	6 Identify & comply with legal & other requirements	7 / 10	70%
	7 Total energy consumption & baselining	8 / 10	
	8 Survey energy use & ID significant energy users	7 / 10	
	9 Factors that influence energy use & EnPIs	7 / 10	
	10 Identify opportunities for energy savings	6 / 10	
Plan	11 Set objectives & targets	6 / 10	60%
	12 Establish an Energy Action Plan	7 / 10	
	13 Allocate human, financial & other resources	5 / 10	
Take Action	14 Implement the Energy Action Plan	7 / 10	58%
	15 Promote energy awareness	8 / 10	
	16 Train key personnel in energy efficiency practices	6 / 10	
	17 Operate, maintain, design & procure efficiently	6 / 10	
Review	18 Measure & monitor energy performance	7 / 10	56%
	19 Corrective & preventative actions	3 / 10	
	20 Management review of EM Programme	7 / 10	
Subtotal - EM Practices		132 / 200	66%
Effectiveness	(A) Targets achieved in last 12 months	8 / 10	60%
	(B) Improvement in energy performance	6 / 15	
	(C) Ambitious target for next 12 months	6 / 10	
	(D) Credible pathway to meeting long term target	10 / 15	
Subtotal - EM Effectiveness		30 / 50	60%
TOTAL SCORE (= EM Practices + EM Effectiveness Subtotals)		65 / 100	65%



## How to Assess

Assessment by an independent EM expert, and deemed Exemplar if:

- ✓ A Score of 75% or above



## How often

At least every 18 months. Independent Report submitted to SEAI and also recorded in SEAI's Monitoring and Reporting system.



## Supports

### SEAI Exemplar EM implementation

- [Energy Academy](#)
- [Workshops](#): 3 x ½ day Energy MAP course
- Online briefings
- ISO 50001 Gap Analysis

### Partnership 2030

- Dedicated Support Manager
- Structured EM support

### Networks

- [Energy Link](#) Choose an appropriate Community of Practice

### Website

- [SEAI – Support for Business and the Public Sector](#)

### Financial support

- [SEAI Communities Grant](#)

### Non SEAI

EPA: Green Public Procurement [Guidelines](#)



# EXEMPLAR ENERGY MANAGEMENT



**Organisations**  
Annual Energy  
Costs  
> €5M



## Assess Using

ISO 50001:2018 ENERGY  
MANAGEMENT SYSTEMS



## How to Assess

Certified ISO Auditor



## How often

Ongoing auditing  
schedule frequency is  
agreed with certification  
body, can vary from  
every 6 to 12 months.  
Ongoing internal audits.



## Supports

**SEAI  
Partnership 2030**

- ISO50001 accelerator programme
- ISO gap analysis

**Networks**

- [Energy Link](#) ISO 50001 optimisation group

**Website**

- [ISO 50001 details](#)

**Financial support**

- [SEAI Communities Grant](#)

**Non SEAI**  
EPA: Green Public Procurement [Guidelines](#)

[EEOS Scheme](#)

## ISO 50001:2018

