

<b>EnMS Approach</b>	
1	Does your company have an implemented system that monitors, documents, maintains energy consumption in your company?
2	Are your company boundaries clearly covered by that system (whole plant, part of the plant, production line, etc.)?
3	Is there a document/procedure that somehow determines effective energy management (which may be an integral part of the Rules of Procedure of the organization)?
4	Does the system you have applied in your company include continuous improvement of energy system performance and energy efficiency?
<b>Leadership</b>	
5	Does your management clearly define and determine responsibilities and competencies to ensure effective energy management?
6	Does your management promote the importance of energy efficiency and effective energy management at all levels in your company?
7	Does your management ensure raising of awareness of energy efficiency among your company's employees?
<b>Energy Planning</b>	
8	Are energy performances included in your company's long-term plans?
9	Does your company have a defined plan for energy use, energy savings, system performance that is necessary to be achieved for a defined period of time?
10	Does your company define a plan for activities related to the energy performance of the system?
<b>Standard and Regulation Requirements for EnMS</b>	
11	Does your company identify, implement and have access to appropriate requirements defined by legislation (regulations, rules) related to energy use, its consumption and efficiency?
12	Does your company ensure that these requirements are respected and monitored at certain period of time?
<b>Energy Profile</b>	
13	Does your company carry out an energy audit (control and monitor the energy performance of systems within your company)?
14	Does your company have clearly defined methodology and criteria for development and implementation of energy audit?
15	Does your company analyze the use and/or energy consumption within the company and has detailed measurement and identification of current energy sources?
16	Does your company have records of energy consumption in the past (so it can be compared with current consumption)?
17	Do you document energy consumption and energy costs for a certain period of time?
18	Do you consider possibilities for energy savings and energy efficiency increasing at regular meetings (monthly, quarterly)?
19	Does your office building, factory or production hall within your company have an energy passport?
<b>Objectives connected with EnMS</b>	
20	Do you have clearly defined goals and constraints related to energy consumption in your company?
21	Does your company define action plans for achieving energy-related goals / energy consumption targets (which define specific tasks, required resources, deadlines and responsible persons of those tasks)?
22	Does your company implement previously defined energy-saving action plans (energy consumption monitoring)?

<b>Employees Involvement</b>	
23	Do your employees include data related to energy consumption in their annual / monthly / weekly reports?
24	Do your employees have activities during their work to monitor, measure, document or report on energy consumption at any level?
25	Have your employees attended or completed any training, courses, lectures related to effective energy use and energy management?
26	Do you organize trainings and / or meetings for employees regarding education on energy management and its significance?
<b>Communication</b>	
27	Does in your company information related to energy consumption or energy use are exchanged (in meetings, mail transcripts, reports, etc.)?
28	Do you encourage free communication in your company regarding energy savings?
29	Do you encourage employees in your company to make suggestions and comments, related to improving energy efficiency of individual processes?
<b>Documentation System</b>	
30	Does your company have documentation related to energy management (procedures, plans, reports, activities, instructions, etc.)?
31	Do you have clearly defined procedures for managing documentation related to energy management?
<b>EnMS Process Approach</b>	
32	Can you recognize and identify processes in your company that have significant impact on energy consumption?
33	Can you identify processes where it is possible to increase energy efficiency?
34	Do you have clearly defined procedures related to operation and maintenance of machines, tools and equipment, especially in significant processes (.ie. processes that you consider to have a significant impact on energy consumption / energy use)?
<b>Factual based decision-making</b>	
35	Do you know and can you define the largest energy consumers in your company (plant, equipment, system, process)?
36	Do you determine the current energy performance of a plant, installed equipment, system or process in order to identify significant energy consumers?
37	Can you estimate the energy consumption for the future, as well as the costs?
38	Do you identify and make a list of priorities related to possibilities of improving the energy performance in your company?
39	Do you follow development of new devices, systems, production lines that have better energy performance than older ones?
40	Do you have a person within your company who is in any way concerned with monitoring, recording, reporting on energy consumption and system savings?
41	Does your company have a record of all significant accidents or deviation related to the variation in the expected energy consumption values, including the reasons why it occurs?
42	Does your management have an evidence of how much energy is spent on the production of one product from your assortment?
<b>Reviews and continuous improvements</b>	
43	Is there a management review regarding energy management (consumption, savings, increasing energy efficiency)?
44	Are corrective actions and/or plans defined related to the current energy consumption problem (quarterly and/or annually)?

45	Does your company define preventative measures, actions and/or plans related to energy management?
46	Is the opinion of your customers/service users formed based on the rational use of energy in your company?
47	Are energy savings in process activities in direct relation to meet the satisfaction/expectations of your customers/service users?
48	Do you hire independent auditors for internal energy management audits?
49	Does your management define the plans for the next period of actions that will improve the production/service delivery process in terms of energy management?