

EnMS ISO 50001 CERTIFICATION SUPPLEMENTAL MULTI-SITE PROJECT QUESTIONNAIRE



PLEASE COMPLETE THIS QUESTIONNAIRE AND ATTACH ANY RELEVANT SUPPORTING INFORMATION DESCRIBING THE COMPANY'S EnMS AND ACTIVITIES, (e.g., COMPANY PUBLICITY MATERIAL). ON RECEIPT OF THE COMPLETED QUESTIONNAIRE, A CUBE TIC WILL PREPARE AND SUBMIT FOR YOUR APPROVAL A PROPOSAL DETAILING AUDIT OR TRANSFER COSTS AND TIMESCALES.

SECTION 1 – COMPANY NAME AND SITE DETAILS

LEGALLY REGISTERED COMPANY NAME	
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INTRODUCTION

FROM THE INFORMATION PROVIDED ON THE INITIAL ENMS QUESTIONNAIRE IT IS CLEAR THAT YOU WISH TO APPLY FOR CERTIFICATION AGAINST THE REQUIREMENTS OF ISO 50001 FOR MORE THAN ONE LOCATION. ACCREDITATION REQUIREMENTS DO NOT RECOGNIZE AND ALLOW AN ORGANIZATION THAT OPERATES BOTH A CENTRAL FUNCTION/HEAD OFFICE AS WELL AS A NUMBER OF OTHER SITES/LOCATIONS INVOLVED IN THE DECLARED SCOPE OF ACTIVITIES AND COVERAGE OF THE ENMS TO BE AUDITED BY A SAMPLING ROUTINE IN ORDER TO MINIMIZE THE OVERALL COSTS OF CERTIFICATION OF ALL SUCH SITES. HOWEVER, IN ORDER FOR AN ORGANIZATION TO BE ELIGIBLE FOR SUCH MULTI-SITE CERTIFICATION SAMPLING THE ACCREDITATION CRITERIA IN ISO 50003 REQUIRES THAT A NUMBER OF ACTIVITIES/REQUIREMENTS SHALL BE MET. IN ORDER TO ALLOW A CUBE TIC TO ACCURATELY ASSESS YOUR ELIGIBILITY AND THEREFORE THE MOST COST-EFFECTIVE APPROACH TO CERTIFICATION.

ADDITIONAL SITE ADDRESSES TO THE ALREADY DECLARED HEAD OFFICE ADDRESS (including post code)	COMPANY NAME ON THE SITE IF DIFFERENT FROM THE MAIN COMPANY NAME IN SECTION 1	COMPANY BUSINESS ACTIVITY ON THE SITE
1.		
2.		
3.		
4.		
5.		

(If more than 4 additional sites are involved, please add rows to the table)

SECTION 2– CENTRAL FUNCTION* ACTIVITIES

PLEASE IDENTIFY THE MANAGEMENT SYSTEM CONTROLS THAT ARE CARRIED OUT AT THE CENTRAL FUNCTION

***The Central Function is the site/location that is responsible for and controls the EnMS of a multi-site organisation and which is not necessarily operating from the headquarters or a single site.**

SECTION 3– MANAGEMENT SYSTEM REQUIREMENTS FOR MULTI-SITE PROJECTS

DO ALL SITES OPERATE AGAINST THE APPROPRIATE REQUIREMENTS OF A COMMON EnMS?	YES	NO
DO CHANGES TO THE EnMS DOCUMENTATION REQUIRE AUTHORIZATION AND APPROVAL BY THE CENTRAL FUNCTION?	YES	NO
IS A MANAGEMENT REVIEW WHICH COMPILES THE ACTIVITIES AND PERFORMANCE OF ALL SITES CONDUCTED BY THE CENTRAL FUNCTION?	YES	NO
DOES THE CENTRAL FUNCTION REVIEW AND EVALUATE ALL CORRECTIVE ACTIONS THAT HAVE BEEN REQUIRED AND TAKEN ON THE EnMS?	YES	NO
ARE ALL SITES SUBJECT TO EnMS INTERNAL AUDITS AND IS THE PLANNING OF THESE INTERNAL AUDITS CONDUCTED BY THE CENTRAL FUNCTION?	YES	NO
ARE THE RESULTS OF THE EnMS INTERNAL AUDITS OF ALL SITES EVALUATED BY CENTRAL/HEAD OFFICE PERSONNEL?	YES	NO
DO CENTRAL/HEAD OFFICE PERSONNEL COLLECT INFORMATION FROM ALL SITES ON LEGAL AND OTHER REQUIREMENTS INVOLVED IN EnMS ACTIVITIES AND HAVE THE AUTHORITY TO MAKE CHANGES TO THE ORGANIZATION IF REQUIRED FROM THIS INFORMATION?	YES	NO

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SECTION 4– ENERGY PERFORMANCE REQUIREMENTS FOR MULTI-SITE PROJECTS

ARE ALL SITES THE SUBJECT OF A COMMON ENERGY PLANNING PROCESS?	YES	NO
ARE ALL SITES SUBJECT TO COMMON CRITERIA FOR DETERMING AND ADJUSTING THE FOLLOWING:		
- ENERGY BASELINES	YES	NO
- VARIABLES	YES	NO
- ENERGY PERFORMANCE INDICATORS	YES	NO
- ARE ALL SITES SUBJECT TO COMMON CRITERIA FOR ESTABLISHING OBJECTIVES AND TARGETS AND ACTION PLANS TOWARDS ENERGY PERFORMANCE IMPROVEMENTS?	YES	NO
ARE ALL SITE ENERGY PERFORMANCE LEVELS SUBJECT TO A CENTRAL/HEAD OFFICE EVALUATION?	YES	NO

SECTION 5 - EFFECTIVE PERSONNEL

EVEN THOUGH A MANAGEMENT SYSTEM IS A COMPANYWIDE DOCUMENT IT IS LIKELY THAT NOT ALL COMPANY PERSONNEL ARE ACTIVELY INVOLVED ON A DAY-TO-DAY BASIS. TO ALLOW US TO UNDERSTAND THE RELEVANT NUMBER OF EFFECTIVE PERSONNEL INVOLVED PLEASE IDENTIFY IN THE SECTION ABOVE THE TOTAL NUMBER WHO ACTIVELY PERFORM/IMPLEMENT ACTIVITIES WITHIN THE ENMS INCLUDING AT LEAST THE FOLLOWING

	TOTAL PERSONNEL ON EACH SITE	TOP MANAGEMENT	ENERGY MANAGEMENT TEAM AND RESPONSIBLE FOR THE EFFECTIVENESS OF THE ENMS	PERSONS RESPONSIBLE FOR SIGNIFICANT ENERGY USE ACTIVITIES	PERSONS RESPONSIBLE FOR ENERGY OBJECTIVES AND PERFORMANCE IMPROVEMENT AND RESPONSIBLE FOR MAJOR CHANGES AFFECTING ENERGY PERFORMANCE
H/O					
SITE 1					
SITE 2					
SITE 3					
SITE 4					

(If more than 4 additional sites are involved, please add rows to the table)

SECTION 6 – SITE ACTIVITIES

H/O	DESCRIPTION OF THE SITE ACTIVITIES	
SITE 1	DESCRIPTION OF THE SITE ACTIVITIES	
SITE 2	DESCRIPTION OF THE SITE ACTIVITIES	
SITE 3	DESCRIPTION OF THE SITE ACTIVITIES	
SITE 4	DESCRIPTION OF THE SITE ACTIVITIES	

(If more than 4 additional sites are involved, please add rows to the table)

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SECTION 7 – ENERGY USE

	AREA/ACTIVITY	SIGNIFICANT ENERY USE PROCESSES INVOLVED	ENERGY TYPE (Electricity, Steam, Gas, LPG, Fuels, Water etc.)	TOTAL ANNUAL USAGE (Expressed in appropriate units)
	1			
H/O	2			
	3			
	1			
SITE 1	2			
	3			
	1			
SITE 2	2			
	3			
	1			
SITE 3	2			
	3			
	1			
SITE 4	2			
	3			

(If more than 4 additional sites and/or more than 3 areas/activities are involved on each site please add rows to the table)

SECTION 8 – CONTACT INFORMATION

PRIVACY

By signing this form, we declare that the data shown here are correct and complete. We also declare to have read the ACT information published on the Certification Body's website. The data provided will be processed for the purpose of technical / economic offer formulation. I authorize A CUBE TIC LIMITED to process personal data for marketing, direct sales and market research purposes.

I give Consent

I do not give consent

NAME		SIGNATURE	
POSITION		DATE OF COMPLETION	
EMAIL ADDRESS		PHONE NUMBER	

We inform you that, as a data subject, you have the right to withdraw your consent for one or more processing purposes at any time. This revocation, however, in no way affects the lawfulness of the processing carried out by us on the basis of the consent you have previously granted us.

**PLEASE RETURN COMPLETED QUESTIONNAIRE TO A CUBE TIC Limited
OR TO YOUR LOCAL A CUBE TIC LIMITED's OFFICE**

A CUBE TIC LIMITED: Unit 5, Middle Bridge Business Park, Bristol Road, Portishead, BS 20 6PN, UK
Tel: +44 - 01275 397423; E-mail: K.Bashar@acubetic.com

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SECTION 9 – AUDITOR CONFIRMATION (A CUBE TIC LIMITED USES ONLY)

TO BE COMPLETED BY THE APPOINTED A CUBE TIC LIMITED LEAD AUDITOR AT TIME OF THE STAGE 1 OR RECERTIFICATION/EXTENSION AUDIT ARISING FROM ENQUIRY AND PRESENTED WITHIN THE RELEVANT PACKAGE

I CONFIRM THAT THE INFORMATION AND DATA SHOWN ON THE COMPLETED QUESTIONNAIRE IS VALID AND ACCURATE TO THE COMPANY CIRCUMSTANCES SEEN AT THE TIME OF THE STAGE 1 AUDIT/RECERTIFICATION - *(Note – if any significant discrepancies between the information and data shown on the Questionnaire and those observed during the Stage 1 audit/ recertification are identified these must be brought to the attention of the company and to the attention of the A Cube TIC Limited's office Accreditation Review Officers immediately as these may impact the validity of the original proposal and contract as well as the adequacy of audit planning)*

Name		Signature		Date	
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