
SELF-ASSESSMENT WORKSHEET

ISO 50001 — Energy Management

Work through each clause, record what you do today, rate where you are and agree the actions that close the gap.

ORGANISATION

COMPLETED BY

DATE

How to rate: 0 = nothing in place 1 = partly in place 2 = in place, little evidence 3 = in place and evidenced
Fill in on screen or print. Always work from the current published standard.

How to complete this worksheet

1**Get the right people together**

Ask the person who runs each area to help. Allow 1–2 hours per sitting; you don't have to finish in one go.

2**Read each clause and the evidence prompt**

The grey box tells you what an auditor will look for. The examples underneath show the kind of records that count.

3**Write what you actually do today**

Describe the real practice, not what you'd like to happen. Name the document, system or record and where it's kept, e.g. 'Training matrix — SharePoint/HR, updated monthly'.

4**Rate honestly from 0 to 3**

0 nothing in place · 1 partly in place or informal · 2 in place but little written proof · 3 in place, followed and evidenced with records. If you can't show it, it isn't a 3.

5**Agree actions, owners and due dates**

For anything rated 0–2, write the next practical step, who will do it and by when. Small, specific actions get done.

6**Summarise and review**

List your top three priorities on the final page. Revisit the worksheet every few months to track progress.

What counts as good evidence?

- Good evidence is current, approved, dated and actually used — a policy nobody follows isn't evidence.
- Records beat documents: a completed checklist proves more than the procedure that describes it.
- Photos, screenshots, emails and system exports all count if they show the activity happening.
- Leave a box blank rather than guess — blanks show you where to look first.

CLAUSES 1-3

Scope, references and definitions

These opening clauses explain what ISO 50001 covers, list any documents it relies on and define its key terms. They contain no requirements you are audited against.

Evidence to look for: Read the definitions once — words like 'shall', 'interested party' and 'documented information' have precise meanings in an audit.

Examples of suitable evidence

- ✓ Copy of the current ISO 50001 standard
- ✓ Reference list of documents cited in ISO 50001
- ✓ Glossary of energy management terms used by the organisation
- ✓ Staff briefing slides explaining ISO 50001 scope and terminology

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating

0

1

2

3

CLAUSE 4

Context of the organisation

Understand issues affecting energy performance and define the boundaries and scope of the energy management system.

Evidence to look for: A scope naming sites, buildings and processes included.

Examples of suitable evidence

- ✓ Context register covering energy prices, production changes and building constraints
- ✓ Interested parties register identifying energy requirements from landlords, customers and regulators
- ✓ Approved energy management system scope statement listing sites and activities
- ✓ Site plan marking energy management boundaries and excluded areas

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating

0

1

2

3

CLAUSE 5

Leadership

Top management must own the energy system: set the policy, assign roles and responsibilities, provide resources and make it part of normal business decisions. Responsibility can be delegated; accountability cannot.

Evidence to look for: Directors can explain the policy, review results at board level and remove obstacles. A signed policy alone is not enough.

Examples of suitable evidence

- ✓ Energy policy signed by the managing director
- ✓ Responsibility chart naming the energy team and accountable senior manager
- ✓ Board minutes approving funding for metering and energy improvement projects
- ✓ Business planning minutes incorporating energy performance into investment decisions

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 6

Planning

Carry out an energy review, identify significant energy uses (SEUs), set an energy baseline and energy performance indicators (EnPIs), and set objectives and energy targets.

Evidence to look for: A metered baseline year and EnPIs that adjust for weather or production.

Examples of suitable evidence

- ✓ Energy review identifying significant energy uses from bills and equipment measurements
- ✓ Energy baseline report explaining reference periods and adjustments for weather
- ✓ Energy performance indicator register defining calculations, data sources and relevant variables
- ✓ Energy action plan recording objectives, targets, owners, budgets and completion dates

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 7**Support**

Provide the people, competence, awareness, communication, infrastructure and controlled documents and records the energy system needs.

Evidence to look for: Training is based on the work people actually do, current instructions are easy to find and old versions are withdrawn.

Examples of suitable evidence

- ✓ Training matrix and competence assessments for boiler operators and maintenance staff
- ✓ Staff briefing attendance records covering energy policy and individual responsibilities
- ✓ Energy communications plan identifying audiences, messages, responsibilities and reporting channels
- ✓ Controlled document register showing approved procedures, revisions and retention periods

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3
CLAUSE 8**Operation**

Control the operation and maintenance of SEUs, consider energy performance in design and when buying energy-using equipment and services.

Evidence to look for: Operating settings for plant, maintenance schedules and energy criteria in purchasing.

Examples of suitable evidence

- ✓ Boiler operating procedure specifying efficient settings and shutdown controls
- ✓ Maintenance logs showing servicing of significant energy-using equipment
- ✓ Design review minutes comparing energy performance of proposed ventilation systems
- ✓ Purchasing specifications setting energy performance criteria for compressors and maintenance services

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

CLAUSE 9**Performance evaluation**

Measure energy performance against the baseline, plan data collection, evaluate legal compliance, audit and review.

Evidence to look for: Monthly EnPI tracking showing demonstrated improvement — certification requires it.

Examples of suitable evidence

- ✓ Energy monitoring report comparing indicators against the baseline using planned meter readings
- ✓ Legal compliance evaluation register recording checks, findings and supporting evidence
- ✓ Internal energy audit programme and completed audit reports
- ✓ Management review minutes recording energy performance, decisions and assigned actions

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3
CLAUSE 10**Improvement**

When something goes wrong, deal with the immediate effect, find the root cause, take action so it does not recur and check the action worked. Keep improving the system over time.

Evidence to look for: A nonconformity is only closed when you have evidence the cause was fixed — not when the form is completed.

Examples of suitable evidence

- ✓ Corrective action report recording a compressed air leak and immediate repair
- ✓ Root cause investigation identifying why heating remained on overnight
- ✓ Follow-up meter readings confirming revised heating controls prevented repeat energy waste
- ✓ Improvement register tracking completed projects and verified energy performance gains

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

Summary and next steps

Top three priorities

Resources or support needed

Target date for certification or review

Want a second pair of eyes?

Send your completed worksheet to our success team for a free review call.

success@isology.co.uk · www.isology.co.uk/contact