Checklist for “Making Decisions on EnMS Documentation”

***Purpose****: To provide, in a checklist format, examples of criteria that could be useful in making decisions about the documentation needed by the organization for its EnMS.*

| **YES** | **NO** | **Criteria for Consideration** |
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|  |  | Is the document or record explicitly required by ISO 50001? |
|  |  | Is the document or record required by applicable legal requirements related to your energy use, consumption and efficiency? |
|  |  | Is the document or record required by other energy requirements you subscribe to? |
|  |  | Is the document or record needed to meet a customer requirement related to energy use, consumption or efficiency? |
|  |  | Is the document or record required by your own organization’s policies or requirements? |
|  |  | Are the relevant activities or processes complex? |
|  |  | Does the information apply to a large number of personnel? |
|  |  | Is there high workforce turnover in areas where this information is relevant? |
|  |  | Are available training resources are limited or otherwise constrained? |
|  |  | Is the awareness of the appropriate personnel limited? |
|  |  | Have there been prior nonconformities associated with the lack of this document or record? |
|  |  | Would the document reduce risk to the organization, such as a (an):* risk of nonconformance with the EnMS requirements?
* risk to achieving continual improvement energy performance?
* risk of not sustaining energy performance improvements already achieved?
* risk of legal or regulatory noncompliance?
* risk to worker safety and health?
* risk to the environment?
* risk during external audit?
* risk of customer dissatisfaction?
* other economic risk?
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|  |  | Would the document add other value to the organization in a way that can be clearly described and justified? |

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| **If the decision is to develop a document or record the information,** **then answer the following questions, as appropriate:** |
| *How does this document or record help to ensure the effective implementation and maintenance of the EnMS?* |
| *How does this document or record provide evidence of continual improvement in both the EnMS and energy performance?* |