INSERT YOUR COMPANY LOGO/NAME HERE

F-750-005
Document Change Request

Document Title:	**Document Number:**

Requestor: _____ Date Requested: _____

Change Requested: *Attach copy of document page with changes indicated.*

Reason for Change:

Approver Comments:

Change Approved: ☐ **Yes** ☐ **No**

If yes, is training required? ☐ **Yes** ☐ **No**
Individual Training ☐
Group Training ☐

Training Notes:

Authorized Staff Signature *(Principal signature(s) needed for procedures)*

_____ _____
Date

Energy Management Team Leader

_____ _____
Date

F-720-004 **Employee Training Summary**

Document #	Document Name:	Rev. Date	Rev ID
Session	ISO 50001:2018 Kickoff Training		
Session	Energy Management System		
Session	New Employee Orientation Training		
EnMS-002	Energy Manual		
A-520-001	Energy Policy		

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F-1010-001
Corrective Action Request - CAR

CA ☐ IA ☐

(Check appropriate box to indicate Corrective Action or Improvement Action)

Corrective Action # _____ or Improvement Action # _____ Date: _____

	Date Due	By/Assigned to	Completed Initials & Date
Investigation			
Implementation			
Audit			
CAR closed			

Description of Issue

Investigation Finding / Root Cause

GUIDELINES FOR ASSESSING ENERGY SIGNIFICANCE	Date Approved:	DATA Form A-630-001

With reference to **Column 4 of the Energy Assessment Worksheet**, F-630-001 a simplest method of assessing / quantifying the significance of energy use / consumption is to use the letters **H or M or L** to indicate whether the Severity and Occurrence are high or medium or low.

H = High

M = Medium

L = Low

In general:

When both Severity and Occurrence are High, the energy use is significant, and the process step requires improvement action

When one or both the severity and the likelihood are indicated as medium, additional reviews are required to identify existing conditions that reduce or eliminate the energy use.

Below is a method to quantify the energy assessment.

S = Severity of the Outcome

High = 10, 9, 8

Medium = 7, 6, 5, 4

Low = 3, 2, 1

L = Likelihood of the Occurrence

High = 10, 9, 8

Medium = 7, 6, 5, 4

Low = 3, 2, 1

(L x S) = Significance of energy use,

High = 100 to 50 range

Medium = 49 to 16 range

Low = 15 to 1 range

Significance of Use and Consumption

A variation in the method to analyze the Severity and Likelihood and assess the significance or energy performance associated with the process step.