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## ISO 50001:2018 Energy Management Systems – The Internal Audit Checklist

This checklist is based on the information provided in the ISO 50001:2018 international standard. The checklist is best used by trained and practicing auditors to evaluate or assess the Energy Management System (EnMS) requirements based on the standard. You will see questions on the checklist that refer to the standard and for each clause provisions are made for additional questions.

The auditors are expected to keep in mind that the standard does not require mandatory procedures for the various system processes; however, the auditors will expect documented information to be available because in the clauses of the standard, the phrase such as ‘documented procedures’ is used to specify that a process, a method, a system, a work instruction, or an arrangement be documented.

The auditors must use a great deal of discretion and therefore must be careful and thoughtful prior to establishing a deficiency against a requirement. Evidence for visible top management leadership, commitment and energy management action must be looked for.

The **bold** numbers and titles used in the first two columns of the checklist indicate the “Requirements” and may be referred to on nonconformity reports prepared by the auditor.

During assessment of each requirement, auditors record the status of the evaluation by indicating in the right-hand column a

**Yes** - for Acceptable Condition or **No** - for Deficient Condition

---	ENERGY MANAGEMENT SYSTEMS REQUIREMENTS	OBSERVATIONS / COMMENTS	STATUS
<b>4</b>	<b>CONTEXT OF THE ORGANIZATION</b>		
<b>4.1</b>	<b>Understanding the organization and its context</b>		
	As an organization, does your company determine external and internal issues that are relevant to your purpose?		
	Do you consider the relevant issues that affect your ability to achieve the intended outcomes of the Energy Management System (EnMS)?		

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	<b>Additional Questions</b>		
<b>4.2</b>	<b>Understanding the needs and expectations of interested parties</b>		
	Has your company determined:		
	<ul style="list-style-type: none"> <li>• The interested parties that are relevant to the EnMS and to energy performance?</li> </ul>		
	<ul style="list-style-type: none"> <li>• The relevant requirements (needs and expectations) of the interested parties?</li> </ul>		
	<ul style="list-style-type: none"> <li>• Which of the needs and expectations become applicable legal requirements &amp; other requirements?</li> </ul>		
	Has your company:		
	<ul style="list-style-type: none"> <li>• Ensured that it has access to the applicable legal requirements and other requirements related to energy efficiency, energy use and energy consumption?</li> </ul>		
	<ul style="list-style-type: none"> <li>• Determine how these requirements apply to energy efficiency, energy use and energy consumption?</li> </ul>		
	<ul style="list-style-type: none"> <li>• Ensured that the requirements are considered?</li> </ul>		
	<ul style="list-style-type: none"> <li>• Reviewed legal requirements and other requirements at defined intervals?</li> </ul>		
	With reference to the note in 4.2:		

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	<ul style="list-style-type: none"> <li>For additional information on compliance management do you refer to ISO 19600?</li> </ul>		
	<b>Additional Questions</b>		
<b>4.3</b>	<b>Determining the scope of the energy management system</b>		
	To establish the scope of the EnMS, does your company determine its boundaries and applicability?		
	When determining the scope of the EnMS, do you consider the:		
	<ul style="list-style-type: none"> <li>The external and internal issues per above 4.1?</li> </ul>		
	<ul style="list-style-type: none"> <li>The relevant interested parties per above 4.2?</li> </ul>		
	Does your company ensure that it has the authority to control its energy efficiency, energy use and energy consumption within the scope and boundaries?		
	<ul style="list-style-type: none"> <li>Within the scope and boundaries, are all energy types included?</li> </ul>		
	Is the scope of the EnMS maintained as documented information?		
	<b>Additional Questions</b>		
<b>4.4</b>	<b>Energy management system</b>		

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	Do you have the latest document for ISO 50001:2018?		
	<ul style="list-style-type: none"> <li>As required by the ISO 50001 standard, do you establish, document, implement, maintain, and continually improve the EnMS?</li> </ul>		
	<ul style="list-style-type: none"> <li>Does your company determine the processes needed for the EnMS, their interactions and applications?</li> </ul>		
	With reference to the note in 4.4:		
	<ul style="list-style-type: none"> <li>Do you recognize that the needed processes can differ from one company to another because of the size of organization, the type of activities, processes, products and services, the complexity of processes and their interactions, and the competence of the personnel?</li> </ul>		
	<b>Additional Questions</b>		
<b>5</b>	<b>LEADERSHIP</b>		
<b>5.1</b>	<b>Leadership and commitment</b>		
	Does the top management demonstrate leadership and commitment with respect to the EnMS by:		
	<ul style="list-style-type: none"> <li>Ensuring that the EnMS scope and boundaries are established?</li> </ul>		

Sample