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ISO 50001:2018 Energy Management Systems – The Gap Analysis Checklist

This gap analysis checklist is prepared for use in evaluating an Energy Management System (EnMS) against the requirements of the new international standard ISO 50001:2018. Each requirement is expressed as a question that the user (auditor / assessor) can use to evaluate your energy capabilities. You will need to have a copy of the new standard to use along with this checklist so that you can refer to the requirements and the guidance sections of Annex A. The intent of the main clauses of the new standard is shown in [blue font](#).

After you have prepared an audit schedule, and assigned responsibility to your auditors for different areas or processes to audit, copy each section of the checklist for the auditors working with that section. As you work through the checklist take notes on what is in place, and what needs to be developed.

In the space for 'currently in place', list or reference the procedures or other documents, or evidence that you have reviewed and that will provide information for the new EnMS. Take notes on the status of the documents, that is, will they need to be revised for the new system, or can they be used as is? Also, note where processes are in place, but documentation is needed. Focus on what is in place, and what needs to be developed.

While you do want to know if documented information is in place and if procedures and processes are being complied with, compliance is not your focus for this audit. Remember that the outcome of this audit should be a list of things that your company needs to do to comply with the ISO 50001:2018 standard.

---	ENERGY MANAGEMENT SYSTEMS REQUIREMENTS	Currently in Place	Compliant YES / NO?	If No - % Completed	Items Needed
4	CONTEXT OF THE ORGANIZATION				
Intend of clause	This first clause introduces two sub-clauses relating to the context of the organization, 1 st of all is understanding the organization and its context and 2 nd is understanding the needs and expectations of interested parties. Together they require that you determine the issues and requirements that can impact on the planning of the Energy Management System. In addition, the scope of the EnMS, and the processes to improve energy performance along with their applicability and interactions need to be determined.				
4.1	Understanding the organization and its context				
	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				

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	management do you refer to ISO 19600?				
4.3	Determining the scope of the energy management system				
	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"> • The external and internal issues per above 4.1? 				
	<ul style="list-style-type: none"> • The relevant interested parties per above 4.2? 				
	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"> • Within the scope and boundaries, are all energy types included? 				
	Is the scope of the EnMS maintained as documented information?				
4.4	Energy management system				
	Do you have the latest document for ISO 50001:2018?				
	<ul style="list-style-type: none"> • As required by the ISO 50001 standard, do you establish, document, implement, maintain, and continually improve the EnMS? 				
	<ul style="list-style-type: none"> • Does your company determine the processes needed for the EnMS, their interactions and 				

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	<ul style="list-style-type: none"> • Available to interested parties? 				
	<ul style="list-style-type: none"> • Reviewed and updated periodically, as needed? 				
5.3	Organizational roles, responsibilities, and authorities				
	Has the top management ensured that the responsibilities and authorities for relevant roles within the EnMS are assigned and communicated at all levels in the company?				
	Has the top management assigned the responsibility and authority for:				
	<ul style="list-style-type: none"> • Ensuring that the EnMS conforms to the requirements of the ISO 50001 standard? 				
	<ul style="list-style-type: none"> • Ensuring that the EnMS is established, implemented, maintained and continually improved? 				
	<ul style="list-style-type: none"> • Implementing action plans to improve energy performance? 				
	<ul style="list-style-type: none"> • Reporting, at planned intervals, on the performance of the EnMS and on energy performance to top management? 				
	<ul style="list-style-type: none"> • Establishing the criteria and methods for and effective operation and control of the EnMS? 				
6	PLANNING				
Intent of	This clause talks about the planning for the energy management system, where your company needs to consider the issues referred to in previous clause 4.1, the requirements of clause 4.2, the scope of the EnMS system per clause 4.3, and determine the				

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clause	actions to address the energy risks and opportunities. The planning of actions includes systems for the identification and planning of objectives and energy targets. In addition, energy reviews need to be conducted, energy performance indicators (EnPIs) determined, energy baselines (EnBs) established, and the collection of energy data needed to monitor key characteristics planned.				
6.1	Actions to address risks and opportunities				
6.1.1	When planning for the energy management system, does your company consider the issues referred to in 4.1 (context), the requirements referred to in 4.2 (interested parties) and 4.3 (the scope of its EnMS) and determine the risks and opportunities that need to be addressed to:				
	<ul style="list-style-type: none"> Assure that the EnMS can achieve its intended outcome(s) including energy performance? 				
	<ul style="list-style-type: none"> Prevent, or reduce, undesired effects? 				
	<ul style="list-style-type: none"> Achieve continual improvement of the energy system and of energy performance? 				
	With reference to the note in 6.1.1:				
	<ul style="list-style-type: none"> Have you referred to the energy planning process shown in the concept diagram, fig A.2 in the ISO 50001 document? 				
6.1.2	When planning the actions to address the risks and opportunities to the EnMS have you considered:				
	<ul style="list-style-type: none"> How to integrate and implement the actions into the EnMS and the energy performance processes? 				
	<ul style="list-style-type: none"> How to achieve continual improvement in energy 				