

ISO 50001:2018 from ISO 50001:2011 – EnMS Upgrade Instructions

This combination instruction / checklist is intended for use in upgrading your Management System for the transition from ISO 50001:2011 to ISO 50001:2018 for Energy management systems (EnMS) used in all types of industries. The above management systems are compatible with each other and have common requirements.

In ISO 50001:2018, the requirements are described in:

- Clause 4 Context of the organization
- Clause 5 Leadership
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance evaluation
- Clause 10 Improvement

Previously in ISO 50001:2011, the requirements were described in:

- Clause 4.1 General requirements
- Clause 4.2 Management responsibility
- Clause 4.3 Energy policy
- Clause 4.4 Energy planning
- Clause 4.5 Implementation and operation
- Clause 4.6 Checking
- Clause 4.7 Management review

You have the ISO 50001:2011 version in place and now have the objective of upgrading the system to the ISO 50001:2018 version. The good news is that since you are familiar with formal management systems, this initiative will be relatively straightforward.

Essentially, the documentation package for the management system will contain:

- One condensed Manual to introduce the documented information required for ISO 50001:2018.
- A group of procedure/system documents for your EnMS with updates to reflect a document numbering system related to the new clause numbers and to incorporate the upgrades for ISO 50001:2018 requirements,
- A group of forms and attachments needed for the documented information and systems.

The documentation will need to be reviewed, upgraded, and implemented. The first step is to assign a person responsible for the management system, such as with an Energy Management Team Leader to become familiar with the changes for the 2018 version of the ISO 50001:2018 standard. Visit <https://50001store.com/> for training materials, resources, and information on energy management systems requirements.

The following table with detailed instructions focuses on the areas of the documentation required for the new standard. As you undertake the task of upgrading your energy management system, note that in the left-hand column of the instructions, the ISO 50001:2018 clauses shown in **bold numbers** have key changes from 2011 to 2018. The intent of the main clauses is shown in **blue font** and the text in *italics* indicates where requirements were included in previous ISO 50001:2011.

Use a copy of the ISO 50001:2018 standard along with this instruction to pinpoint for your organization the areas that need attention. You may want to make notes and add comments in the space available to the right and the left of the column for reference documentation. Use the upgrade checklist section on the right side of the table to assign the responsibility for the upgrade and to follow up on its completion.

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ISO 50001:2018 Clause	Changes to the existing ISO 50001:2011 Energy System	Reference document	Changes in existing documentation	Upgrade Checklist	
				Assigned to:	Date Completed
All	The international standard ISO 50001:2018 is restructured and contains 10 sections or clauses 1 through 10.	ISO 50001:2018	The requirement clauses of the new standard are the Clause 4 through Clause 10. Your company needs to become familiar with the new structure and the changes and subsequently upgrade the Energy Management System (EnMS).		
All	<p>As you initiate the transition from ISO 50001:2011 to ISO 50001:2018, here are a few Short, Quick, and To-the-Point Productivity Tips.</p> 		<ul style="list-style-type: none"> An important first tip is to assign a responsible person, such as an Energy Management Team Leader as the representative of the top management, who will be the project manager for the transition project. You will need to refer to the ISO 50001:2018 standard. Buy the new standard at https://50001store.com/standards For the transition from the 2011 version to the 2018 version, keep your employees informed by issuing 'Employee Newsletters'. Refer to https://50001store.com/?s=newsletters for a complete set of newsletters. Make use of the 'Implementation Plan'. Refer to https://50001store.com/?s=step+by+step. Get your free Quick Start Kit at https://50001store.com/?s=quick+start As required in clause 9.2 of the standard, your EnMS will need to be audited and your internal auditors properly trained to do this. For a complete auditor training package, refer to https://50001store.com/?s=internal+audit 		

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All	While the specific requirement for a Manual is not in ISO 50001:2018, the standard requires that documented Information be maintained for the EnMS	Manual	Replace / rework your existing Energy Manual with a condensed version that will introduce the energy management system. You may want to assign the Manual a document number such as EnMS-002.		
---	<i>In ISO 50001:2011, a Manual was not a requirement.</i>	Manual	In the EnMS-002 Manual include sections for: <ul style="list-style-type: none"> • Scope of the Energy Management System • Distribution Control List, • Revision Status, • Energy Policy, Objectives, Energy Targets, Strategic Direction, • Organization Chart, • Company Background, • Process Flow Diagram, • List of Documented Information, • Records Documentation Matrix. 		
---	The specific requirement for documented procedures is not in ISO 50001:2018; however documented information is required to plan, establish, implement, and maintain the EnMS processes. <i>In ISO 50001:2011, the requirement for control of documents was included in clause 4.5.4, and the requirement for control of records was in clause 4.6.5.</i>	Documented information	The documented information may be presented in any suitable format such as in a method, an instruction, a system, a process, a procedure, etc. You will need to add / replace / rework your procedures to incorporate the ISO 50001:2018 requirements. An early consideration is the development of a process for the control of documented information. Replace / rework the documented procedures for Control of Documents and Control of Records with a procedure, P-750 for Documented Information and include it in section 7.5.		
4	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	Clause 4, Context of the Organization is a new requirement in ISO 50001:2018. <i>In ISO 50001:2011, Clause 4 covered the</i>	Documented information	Your company will have to determine the issues and requirements that can impact on the planning of the EnMS and that can affect the ability to achieve the		

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	<i>Energy management system requirements.</i>		intended results of the system and improve energy performance.		
4.1	Documented information for the EnMS sets the stage for an understanding of the requirements and of the international standard as a whole.	Procedure	Document the information (in a document/procedure P-400, Organizational Context) to outline the process to understand and determine the internal and external issues that are relevant to the EnMS.		
4.2	A stakeholder approach provides for an understanding of the requirements of the company personnel and other interested parties.		In P-400, include the process to determine the interested parties relevant to energy performance and to understand and determine their requirements that need to be addressed through the EnMS.		
	<i>In ISO 50001:2011, the requirements for legal and other requirements were in clause 4.4.2.</i>		In P-400, include the process to ensure that legal and other requirements that apply to the EnMS are accessible and determine how they affect energy use and consumption.		
4.3	In ISO 50001:2018, clause 4.3 requires that the scope of the EnMS be determined. <i>In ISO 50001:2011, the definition and documentation of the scope and boundaries of the EnMS were in clauses 4.1 b and 4.2.1 d.</i>		In P-400, include the process to determine the scope of the EnMS. Consider the requirements in above clauses 4.1 & 4.2, and the energy-using processes and activities performed. Include in the EnMS your activities and processes that you control or influence and that can impact energy performance.		
4.4	In ISO 50001:2018, the basic requirements for the energy management system and its processes is in clause 4.4. <i>In ISO 50001:2011, general requirements for the EnMS are in clause 4.1</i>		Your company will have to establish, implement, maintain, and continually improve the EnMS in accordance with the requirements documented in the ISO 50001:2018 standard. Provide an outline (in a document P-400) of the process to determine the application and interaction of the processes needed for the EnMS.		
5	<p>This clause requires that your top management demonstrates leadership and commitment with respect to the Energy management system. This section also asks top management to establish, implement and maintain an energy policy that is appropriate to your company and to ensure that the organizational roles, responsibilities, and authorities for relevant roles are assigned, communicated, and understood.</p>				
5	In ISO 50001:2018, clause 5, Leadership replaces clause 4.2, Management	Procedure	Review and re-write your existing document P-500 to incorporate the revised energy related requirements		

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	responsibility in ISO 50001:2011.		for leadership and commitment.		
5.1	<p>This clause covers overall responsibility and authority, and the formation of an energy management team is included in clause 5.1 f) of ISO 50001:2018.</p> <p><i>In ISO 50001:2011, the requirement for a management representative was included in 4.2.2 and the formation of an energy management team was not a specific requirement..</i></p>		<p>To demonstrate leadership and commitment, assign responsibilities and authorities to ensure that the EnMS conforms to the requirements of the ISO standard. Include the formation of an energy management team, and you may choose to announce an Energy management team leader as the ISO 50001 implementation project manager.</p> <p>Refer to the requirements in clause 5.1 a) thru m) and include the items ranging from a) ensuring that the scope and boundaries for the EnMS are established to m) ensuring that a system is in place to identify and address changes affecting the EnMS.</p>		
5.2	<p>In ISO 50001:2018, clause 5.2 covers the requirements for the Energy policy.</p> <p><i>In ISO 50001:2011, the Energy policy was included in clause 4.3.</i></p>		<p>Include the process for developing and communicating the Energy policy.</p> <p>Refer to the requirements in clause 5.2 a) thru g) and include the items ranging from a) policy is appropriate to the purpose of the company to g) policy supports design activities that include improved energy performance.</p> <p>Ensure that the energy policy is available as documented information, is communicated within your company, is available to interested parties, and is reviewed periodically and updated if needed.</p>		
5.3	<p>In ISO 50001:2018, Organizational roles, responsibilities and authorities are outlined in clause 5.3.</p> <p><i>In ISO 50001:2011, clause 4.2.1 covered the requirement for top management and the requirements for responsibility and authority were in clause 4.4.2 and through a management representative.</i></p>	Organizational chart	<p>Include the system for assigning and communicating the responsibilities and authorities. Refer to the requirements for a) thru e) to ensure that a) the EnMS is established, maintained and continually improved to e) establishing criteria and methods needed for the effective operation and control of the EnMS.</p>		
6	<p>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 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</p>				