

Energy audit iso 50001

An internal audit checks on your energy performance and the implementation and effectiveness of your energy management system (EnMS). It is a systematic and independent process that must be documented. Internal auditors collect and objectively evaluate evidence to determine whether your organization is meeting the requirements of its EnMS and ISO 50001.

Management system audits are system-focused; they are very different from other types of audits with which you may be familiar, such as environmental compliance audits or financial audits. Hence, training in management system auditing is critical for internal auditors. Appropriate resources will be needed to ensure that this training is provided, either in-house or by an external training provider.

The energy management representative often has overall responsibility for the internal audit program. But some organizations assign an internal audit program manager who is not the management representative.

If your organization has an internal audit program in place for another management system (such as quality, environmental, safety and health), then leverage that existing process and the available in-house internal auditing expertise. However, if you do not already have an internal audit program in place, it is highly recommended that you attend an internal auditing training course to learn how to manage and conduct internal audits.

You may have noticed that these topics track with the tasks of this Step. Consider the information provided here when developing an internal audit process that is suited for your organization. Make sure that the procedure clearly identifies the roles and responsibilities of the personnel involved. Structuring the procedure around what needs to be done, when it needs to be done, who needs to do it, and what records will be maintained helps to communicate clearly the expectations for the internal audit system.

Internal audits must be conducted at planned intervals. They are not surprise activities. The audit program manager (or the management representative) prepares an EnMS internal audit schedule that:

The internal audit schedule may be in any format that meets the needs of your organization. Often, the schedule identifies the processes and functions/areas to be audited and the planned date(s). Some audit schedules only indicate what EnMS processes and performance will be audited and when. In either case, it is important to ensure that:

Several examples of audit schedules, as well as an Internal Audit Schedule Template, are available to help you consider the format that is best for your organization: Example Format for Internal Audit Schedule-Commercial Building, Example Format for Internal Audit Schedule-Manufacturing and Example Internal Audit Schedule.

An internal audit plan or agenda is prepared for each internal audit. Typically, this plan is prepared by the internal audit program manager, a lead auditor or audit team leader. It often includes the following basic information:

Internal audits are conducted by personnel who have been trained in internal auditing for management systems. The pool of internal auditors should have cross-functional representation. The audits can be conducted by a single auditor or by one or more teams. In either case, the person(s) conducting the internal audit needs to be objective and impartial, and does not audit his or her own work. Internal auditors are usually trained by experienced internal auditors or by an external training course provider.

Both the selection of auditors and the method for conducting the audits need to demonstrate that the process is objective and impartial. Each auditor is expected to carry out his or her assigned responsibilities as set out in the audit plan.

The results of internal audits, both positive and negative, must be recorded and communicated to top management. Some organizations record audit findings on an audit finding form (for an example, see Audit Finding Form). Other organizations record negative findings directly onto a corrective action form (for an example, see Corrective Action Request Form) and list the positive findings within an audit report or other summary of the audit results. It is up to you how your audit results are to be recorded.

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