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## Overview

This standard is about agreeing an energy management policy and carbon reduction plan with customers. It is about the creation of measuring, monitoring and audit systems for all building services and evaluating actual performance against agreed targets.

This standard is for professionals in energy management and advice. You will be required to know and understand the relevant requirements of each devolved nation.

## Performance criteria

*You must be able to:*

1. agree an overall energy management policy and carbon reduction plan with customers
2. develop and operate an energy management documentation system including data gathering and reporting systems
3. develop a purchasing strategy
4. identify grants and other financial assistance that the customer's organisation will be eligible for in relation to energy management
5. set targets for energy efficient and carbon reduction practices and use of energy efficient technologies
6. advise customers on how to establish roles and responsibilities for those carrying out energy management functions
7. advise customers on the development of measurement, monitoring and energy audit systems
8. set targets for specific components of the energy and carbon reduction plan
9. advise customers on how to set criteria for the operation and maintenance of building fabric, processes and services
10. advise customers on how to identify deviations from set targets and the corrective action to take
11. advise customers on how to identify and respond to the information, communication, training and support needs for the introduction of the proposed changes
12. advise customers on how to establish review and evaluation procedures in relation to the energy management and carbon reduction plan
13. identify where additional specialist consultancy and support is required and the sources of such expertise
14. confirm that information and records relating to the energy management policy and carbon reduction plan are maintained in accordance with the relevant organisational requirements and data protection legislation

## Knowledge and understanding

*You need to know and understand:*

1. the activities, products, systems and processes of the customer's organisation and their impact on energy management and carbon consumption
2. how to relate energy policy to an organisation's wider operating environment
3. the importance of agreeing an overall energy management policy and carbon reduction plan with customers
4. the components of an overall energy management policy and implementation plan
5. the range and nature of energy efficient technologies available for each building and process including passive alternatives
6. the efficiency and accuracy of alternative metering systems
7. how to measure energy consumption for the building fabric, services and processes
8. the components of energy audit systems
9. how to set targets for each component of the energy management policy and carbon reduction plan
10. the ways in which energy consumption can be reduced and carbon reduction achieved
11. the components of a communication strategy for all members of the customer's organisation
12. how individuals can reduce their energy consumption and carbon emissions at work
13. how to identify deviations from the set targets and the corrective action to take
14. the relevant eligibility criteria for grants and enhanced capital allowances and how to access them
15. the components of a monitoring and evaluation system for energy management in relation to compliance, analysis of energy consumption and building environment and management systems
16. how to identify where additional specialist expertise is required to make changes to the building fabric and services and building management systems
17. how your organisation must comply with the relevant data protection legislation

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**Scope/range**

Energy management policy and implementation plan that:

- relates to the organisation's financial, operational and business conditions
- meets legal and safety requirements

Purchasing strategy that incorporates:

- energy and carbon reduction in relation to equipment, processes, raw materials, services, energy supply, draught proofing and air tightness

Additional specialist consultancy and support in relation to:

- building fabric and services
- building management systems
- low/zero carbon technologies
- portfolio improvement
- spatial usage
- building and environment management systems

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**Relevant Occupations** Professionals in energy management and advice; Construction, planning and the built environment; Associate Professionals and Technical Occupations; Managers; Managers and Senior Officials; Operations Manager; Property Manager; Environmental Manager; Service Development Manager; Quality and Customer Care Managers; Corporate Managers and Senior Officials; Building Maintenance

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**Suite** Energy Assessment & Advice

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