***[ ]  main location (headquarter) [ ]  other location (with personnel) No.***

*A location is a permanent site of the organization with personnel permanently on site and where energy is used.*

For organizations with multiple locations, please fill out **a separate attachment for each location**.

*If the scope also includes* ***external power consumption points*** *or* ***locations without personnel*** *(e.g. pumping stations, warehouses, etc.), please list them under point 5 or send a corresponding list with the required information. Allocation to a specific site is possible but not mandatory.*

|  |
| --- |
| 1. **ANNUAL ENERGY CONSUMPTION**
 |
| The total energy consumption of the site shall be taken into account (calendar year or other 12-month period). All energy sources obtained from outside the boundary (of the EnMS) and consumed at the company's location shall be taken into account. If energy sources are promoted or collected within the boundary of the EnMS, all quantities consumed within the boundary of the EnMS shall be taken into account (e.g. natural gas, coal, solar or wind energy). | Energy Consumption:[ ]  ≤ 5,5 GWh  (≤ 20 TJ)[ ]  5,5 ≤ 55,5 GWh (20 ≤ 200 TJ)[ ]  55,5 ≤ 555,5 GWh (200 ≤ 2000 TJ)[ ]  > 555,5 GWh (> 2000 TJ) |
|  |  |
| 1. **NUMBER OF ENERGY SOURCES (SEU)**
 |
| Please list all SEUs identified whithin the energy review.As a reference value please account all energy uses ≥5% of the total energy consumption as significant (i.e. SEU). If you want to deviate from this rule, please explain:

|  |  |
| --- | --- |
| Significant Energy Use (SEU), designation | Performance Indicator (EnPI) e.g. in [kWh/t] |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

 | Total: [ ]  1 bis 3 [ ]  4 bis 6 [ ]  7 bis 10 [ ]  11 bis 15  [ ]  ≥ 16 |
|  |
| 1. **NUMBER OF ENERGY TYPES**
 |
|

|  |  |  |
| --- | --- | --- |
|  | Energy Type | Share of the total energy consumption per site [%] |
| [ ]  | Electricity |       |
| [ ]  | Natural Gas |       |
| [ ]  | Fuel Oil |       |
| [ ]  | District Heating, Local Heating |       |
| [ ]  | Fuels (Diesel, Petrol) |       |
| [ ]  | Hard Coal |       |
| [ ]  | Lignite |       |
| [ ]  | [add more if necessary] |       |
| [ ]  |       |       |
| [ ]  |       |       |
| [ ]  |       |       |
| [ ]  |       |       |

 | Number of energy types that account for at least 80% of annual energy consumption per site (see above):[ ]  1 - 2[ ]  3 [ ]  ≥ 4 |

|  |
| --- |
| 1. **ENMS EFFECTIVE PERSONNEL**
 |
| Personnel with several functions shall only be counted once (e.g. a maintenance manager who is also a member of the EnM-Team).

|  |  |
| --- | --- |
| Function | Number |
| 1. Top Management
 |       |
| 1. Energy Management Team
 |       |
| 1. Procurement / Purchasing

Persons responsible for procurement related to energy performance especially with regard to the definition or interpretation of the criteria for energy-using machines, systems, services, etc. |       |
| 1. Implementation / responsible persons

Persons responsible for making major changes which affect energy performance, e.g.* Area manager
* Head of department
 |       |
| 1. Development, Realization, Maintenance

Persons who are responsible for the development, implementation or maintenance of improvements in energy-related performance, in particular:Persons responsible for developing, implementing or maintaining energy performance improvements including, objectives, energy targets and action plans, e.g.* Work Preparation
* Process Engineers
* Plant Planning and Design
* Maintenance (esp. mechanical)
 |       |
| 1. Energy-related data

Persons responsible for developing and maintaining energy data and analysis, e.g.* Maintenance
* Measurement, Control and Regulation
* IT
* Controlling
 |       |
| 1. Operating

Persons responsible for operating and maintaining the significant energy uses including during seasonal operations (e.g. harvesting activities, hotels, etc.) as appropriate |       |
| 1. Development

Persons who are responsible for the development that affects the energy-related performance, in particular:* Product development with an impact on energy efficiency in the manufacturing process (material selection, process engineering, etc.)
* Process Engineers
 |       |

 | Total: [ ]  ≤ 8[ ]  9 - 15 [ ]  16 - 25 [ ]  26 - 65 [ ]  66 - 85 [ ]  86 - 175 [ ]  176 - 275 [ ]  276 - 475  [ ]  ≥ 476 |
| 1. **EXTERNAL ENERGY CONSUMPTION POINTS / LOCATIONS WITHOUT STAFF**
 |
| ■ Please fill in all external consumption points or locations without personnel that belong to the scope of the certification (e.g. pumping stations, warehouses, etc.).■ Alternatively, you can add this information as an attachment if the relevant information is available in a suitable form (SAP, Excel, etc.).■ Background: For the evaluation of the energy data, a corresponding additional effort has to be taken into account (usually during the head office audit).

|  |  |
| --- | --- |
| Title or description of the external energy consumption point / location without staff | Location:Street, number, zip code, city [or]Meter no. of the energy supplier [or]Geodata |
|       |       |
|       |       |
|       |       |
|       |       |
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|       |       |
|       |       |

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| 1. **EXTERNAL ENERGY CONSUMPTION POINTS / LOCATIONS WITHOUT STAFF**
 |
| We herewith confirm the completeness and accuracy of the information given above and in any annexes which may be attached. We agree that this information may be stored for the purposes of drafting an offer and processing any resulting order or transactions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Place, Date |  | Name, Position |  | Signature(or e-mail address)\* |

\*) When sending by e-mail, the sender address is accepted |