

Supplementary appendix – Reference standard: ISO 50001 Edition: March 2023

CHAPTER 1 – GENERAL

1.1

This Regulation defines the supplementary and / or replacement procedures, applied by RINA for the certification of Energy Management Systems, according with ISO 50001:2018, with respect to what has already been defined in the General Regulations for the Certification of Management Systems RC/C 40.

The points of this Regulation refer (and keep the same numbering) to the corresponding points of the General Regulation for the Certification of Management Systems for which modifications and / or additions have been made.

1.2

RINA issues the certification according to the requirements of ISO / IEC 17021: 2015 to Organizations whose Management System has been recognized in compliance with all the requirements of the standard: ISO 50001: 2018.

CHAPTER 2 - REFERENCE STANDARD / CERTIFICATION REQUIREMENTS

2.1

In addition to the General Regulations for the Certification of Management Systems, in order to obtain certification from RINA, an EnMS must initially meet the requirements of the ISO 50001 standard and the additional ones, where envisaged, by the Accreditation Bodies

2.2

In substitution to the provisions of paragraph 2.2.2 of the General Regulation for the Certification of Management Systems, in order to obtain the certification of the Energy Management System, the Organization must:

HAVING CARRIED OUT THE ANALYSIS OF THE ORGANIZATION CONTEXT:

- ✓ Give evidence of having an understanding of the Organization and its context
- ✓ Demonstrate knowledge and understanding of the needs and expectations of stakeholders

HAVING DEFINED ACTION PLANS IN ORDER TO ADDRESS RISKS AND OPPORTUNITIES

HAVING DEFINED PLANS IN ORDER TO COLLECT ENERGY DATA

HAVING PERFORMED AN ENERGY REVIEW, THAT INCLUDES:

- ✓ energy consumption and past and present energy factors on the basis of measurements and other data;
- ✓ identification of significant energy consumption areas, in particular of significant changes in energy use during the previous period;
- ✓ an energy consumption estimation for the following period;
- ✓ identification of all the people who work for the Organisation, or on its behalf, whose actions may lead to significant changes in energy consumption;

- ✓ determination of the current energy performance of facilities, equipment, system and processes related to identified significant energy uses;
- ✓ identification and definition of a scale of priorities related to opportunities to improve energy efficiency.

HAVING DOCUMENTED INFORMATION INCLUDING:

- ✓ scope and boundaries of the EnMS;
- ✓ methodology for defining energy analysis and evaluating the significance of energy uses;
- ✓ the reference scenario of the Organization's energy performance;
- ✓ the energy performance indicators;
- ✓ the action plans for improving energy performance;
- ✓ the monitoring plan of significant energy data;
- ✓ the main elements of the system and their interactions;
- ✓ the description of the Organization.

NOTE: According to the new version of ISO 50003:2021, the phrase "documented information maintained" has been used to identify procedures, work instructions or other forms of documents that provide information about who, what, when, how or why.

HAVING IMPLEMENTED AND MAINTAINED THE ENMS COMPLIANT WITH THE ISO 50001:2018 REQUIREMENTS

The EnMS in to be considered completely implemented if:

- has been applied for at least three months;
- the internal audit system is fully implemented and its effectiveness can be demonstrated;
- at least one management review of the system was carried out and documented;
- significant energy uses were assessed and identified;
- the objectives, targets and related energy management programs have been established and documented;
- the procedures and practices that concur to prevent situations that may lead to deviations from energy policy and energy targets and targets have been defined, implemented and maintained;
- the requirements for monitoring, measuring and identifying the goals of their energy management program have been described and documented;
- an energy accounting plan has been defined, documented and implemented;
- an improvement in energy performance has been demonstrated, as defined in point 9, "Performance evaluation" of the ISO 50001 standard.

NOTE: According to the new version of ISO 50003:2021, the definition of "Improvement in energy performance" is as stated in 3.4.6 of ISO 50001:2018, which is as follows: "Improvement in measurable results of energy efficiency, or energy consumption related to energy use, compared to energy baseline."

For further discussion, reference is also made to Annex C of ISO 50003:2021, where it is specifically stated that in surveillance audits, an organization must demonstrate "implementation of energy performance improvement actions" rather than demonstrating "achievement of energy performance improvement" as in the case of initial and renewal audits.

CHAPTER 3 - INITIAL CERTIFICATION

3.1

Organizations must provide RINA, by filling in all parts the specific "Informative Questionnaire" form available at www.rina.org, additional specific information for the scheme:

- the scope required for certification;
- any activities / sites, plants or parts thereof, excluded from the scope of the EnMS, in order to verifying the admissibility of such exclusions, knowing that the ISO 50003 international standard considers for the possibility to include in the boundaries the whole Organisation (both single-site to multi-site) or parts of it as long as energy vectors are not excluded from the defined boundary;
- total annual energy consumption [TJ], per each site of the organization;
- number and description of energy types per individual site, for at least those that collectively comprise at least 80% of total consumption (as stipulated in A.3 of ISO 50003:2021, the energy types to be considered are those that cross the boundaries of the energy management system, i.e., those that are extracted, captured or purchased by the organization, not derivatives);
- number of significant energy uses per each site of the organization;
- EnMS number of employees¹, divided by function, per each site of the organization.

3.5

As well as what is stated in point 3.5 of the General Rules for the Certification of Management Systems, during the stage 1 audit, it will be checked the correctness of the information provided by the Organization through an information questionnaire.

In case of differences between the data initially provided by the organization in the informative questionnaire and the homologous data verified during the stage 1 audit by the audit team, the total audit duration will be reviewed and eventually modified.

In case the audit duration, resulting from the new revision, is greater than the duration previously defined, specific communication to the customer will be given by e-mail to the client providing the correct and new audit duration.

If the organization does not want to accept the new duration, the organization has to pay RINA for the Stage 1 audit as previously agreed, to provide adequate justification within 10 working days from the receiving communication and to accept the interruption of the certification process.

In absence of response from the Organization to the specific communication, it is tacitly accepted the new term, because based on data verified by the audit team and transparently presented and discussed during the final stage 1 audit meeting.

CHAPTER 4 - MAINTENANCE OF CERTIFICATION

4.2

In addition to what is stated in the General Rules for the Certification of Management Systems, the organization has to maintain documented information about:

- energy review of the energy uses, possibly with site's lay-out and flowchart of energy flows (energy vectors);
- Organization flowchart;

- list of the internal procedures significant for the EnMS;
 - list of legal requirements and other voluntary requirements subscribed by the organization;
 - copy of the chamber of commerce, or equivalent document
 - list of temporary sites with description of activities performed;
- all the previous documented information shall be available to RINA together with the corrective actions performed.

The organisation must keep RINA informed of any observations/remarks from national or local authorities regarding energy field and of any situations of legislative non-compliance related to all the organisation's activities, regardless of the field of application of the Management System.

CHAPTER 5 – RECERTIFICATION

The requirements of the RINA Rules for the certification of management systems (RC/C 40) apply.

CHAPTER 6 – CONDUCTION OF AUDITS

6.1 GENERAL

6.1.3

In addition to the provisions of the General Rules for the Certification of Management Systems, non-compliance also means a situation that reduces the capacity of the Management System to ensure control of significant energy uses and / or compliance with mandatory legislative requirements.

6.2

INITIAL CERTIFICATION AUDIT

The initial certification audit includes two phases (stage 1 and stage 2)

6.2.1 – Stage 1

In place of the provisions of paragraph 6.2.1. of the General Regulation for the Certification of Management Systems, the stage 1 audit carried out at the Organization, has the purpose of:

- verify that the documentation of the Energy Management System, including the procedures, meet all the requirements of the standard;
 - assess whether the internal audits and the management review have been planned and performed at all the sites of the organization to be certified;
 - review the status and understanding of the client about the requirements of the standard, especially about the identification of key performance or significant aspects, processes, objectives and operation of the Energy Management System;
 - collect the necessary information concerning the scope of the Management System, the processes and the location (s) of the client, including the related legal and regulatory aspects and compliance with them;
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- verify that the organization has all the necessary authorizations / licenses concerning food safety and its activities, and verify that they are valid and in line with the applicable legislation;
 - carry out an inspection of the Organization's Production Site (s) to assess any critical issues not considered by the Organization's Energy Management System;
 - review the allocation of resources for the stage 2 audit and agree with the client the details of the stage 2 audit;

- focus on the planning of the stage 2 audit, acquiring sufficient knowledge of the Management System and of the client's site activities, with reference to possible significant aspects;
- verify that the SGE has been in operation for at least three months and that the procedures are effectively implemented.

The outcome of the stage 1 audit is released to the Organization by issuing the copy of the stage 1 audit report on which, among other things, are reported any findings found including those that could be classified as non-compliance (major or minor) during stage 2 audit.

The actions taken by the Organization for the resolution of these findings are verified during the stage 2 audit referred to in point 6.2.2.

The findings considered to be particularly critical, in the opinion of the technicians who carried out the stage 1 audit, must be resolved before proceeding with the stage 2 audit at the organization; in case of stage 1 and stage 2 audits in a row, the stage 2 audit must be rescheduled and postponed to another date (not exceeding 6 months from the date of the stage 1 audit).

6.2.2 – Stage 2

In substitution to the provisions of the corresponding point 6.2.2 of the General Regulations for the Certification of Management Systems, the stage 2 audit at the Organization must be carried out within a maximum period of 6 months from the end of the stage 1 audit.

The stage 2 audit at the Organization is carried out in order to verify the correct and effective implementation of the Management System.

RINA sends to the Organization, before the stage 2 audit is carried out at the site / s, an audit plan detailing the description of the activities and provisions for the conduct of the audit.

If the activities to be verified are carried out on several operating sites, the audit is carried out according to previously established criteria and communicated by RINA to the Organization.

The stage 2 audit is carried out by qualified RINA technicians on the basis of the stage 1 audit report and the Energy Management System documents, prepared by the Organization in the updated revision.

Essentially the stage 2 audit consists of:

- an initial meeting with the technicians of the Organization to agree on the purposes and methods of the audit to confirm the provisions of the audit plan;
- a verification of the implementation of effective adaptation actions in relation to the assessments that emerged during the stage 1 audit;
- an inspection of the Organization's Production Site (s), with interviews to all the functions involved, especially those related to significant energy uses, to verify the compliance of the Energy Management System, to the reference documents and its complete execution;
- a final meeting to illustrate the outcome of the investigation.

In the presence of non-compliance (type A findings) the certification process is suspended; in the case of observations (type B findings) whose number, in the opinion of the audit team, is such as to interfere with the proper functioning of the Management System, the certification process is also suspended.

In these cases, within three months, RINA must carry out a supplementary audit aimed at verifying the effectiveness of the proposed treatments and corrective actions; at the end of this audit the certification process is resumed.

The additional audit can be performed on the site or on a documental basis according to the type of corrective actions to be verified in the opinion of the audit team.

All expenses related to any additional audits resulting from shortcomings in the Management System are to be considered at the expense of the Organization.

If the aforementioned deadline is exceeded, the Organization Management System must be completely reviewed within a period of six months from the end of stage 2.

Once the aforementioned six months period has elapsed without the positive conclusion of the evaluation, RINA may consider the certification procedure closed, charging the time and expenses incurred up to that time. In these cases, the organization that wants to continue with the RINA certification must submit a new request and repeat the certification process.

The aforesaid time limits could be changed through a motivated request by the Organization, in the opinion of RINA.

CHAPTER 7 – MANAGEMENT OF CERTIFICATES OF CONFORMITY

The requirements of the RINA Rules for the certification of management systems (RC/C 40) apply.

CHAPTER 8 – MODIFICATION OF CERTIFICATION AND COMMUNICATION OF CHANGES

The requirements of the RINA Rules for the certification of management systems (RC/C 40) and of the "GENERAL CONDITIONS OF CONTRACT FOR THE CERTIFICATION OF SYSTEMS, PRODUCTS AND PERSONNEL" apply.

CHAPTER 9- SPECIAL REQUIREMENTS FOR MULTI-SITE ORGANISATIONS

9.1

In addition to the provisions of the corresponding point 9.1 of the General Rules for the Certification of Management Systems, an organization, not necessarily a single legal entity (only company name), that operates on several permanent sites and requires a single certification, to be considered as a multi-site and to be able to apply the sampling logic, the following conditions must be met, both for the sites and for the central function:

- all sites have a legal or contractual link with the central function of the organization;
- all the sites are liable to a single management system, which is defined, established and subjected to continuous surveillance and internal audits by the central function;
- a central function has been identified, which is part of the organization and is not subcontractualised to an external / third party organization (for example a consulting company); is responsible for ensuring that data is collected and analyzed by all sites; is able to demonstrate his authority and ability to initiate organizational changes; is able to manage system documentation and changes; is able to carry out the reviews of the management system; is able to handle complaints for the entire organization; is able to evaluate corrective actions; has the authority to request that sites implement corrective actions when needed at any site; is able to plan internal audit cycles and evaluate their results; is able to manage legal and regulatory requirements concerning the management system; has the organizational authority to define, establish and maintain the single management system.
- the processes related to the identification and assessment of significant energy uses and consumption are substantially homologous in all the sites or are organized using similar methods;
- the central office guarantees as energy requirements:
 - ✓ harmonized and coherent energy planning processes;
 - ✓ criteria for determining and correcting the reference background, relevant variables and harmonized and consistent energy performance indicators (ENPIs);

- ✓ harmonized and consistent criteria for setting objectives, targets and action plans;
- ✓ centralized processes to evaluate the applicability and effectiveness of action plans and EnPIs;
- ✓ centrally aggregated energy performance data to show the organization's overall energy performance level.

Furthermore in an effort to reduce risk, the following conditions shall be met prior to the certification initial audit.

- a) The relevant sites (including the central function) shall be subject to the organization's centrally managed internal audit programme prior to the starting its audit process.

NOTE The internal audit can be conducted using remote electronic methods.

- b) The organization shall have carried out a centralized management review of the EnMS prior to the certification body's initial audit.

CHAPTER 10 - TRANSFER OF ACCREDITED CERTIFICATES

The requirements of the RINA Rules for the certification of management systems (RC/C 40) apply.

CHAPTER 11 - SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF CERTIFICATION

The requirements of the RINA Rules for the certification of management systems (RC/C 40) and of the "GENERAL CONDITIONS OF CONTRACT FOR THE CERTIFICATION OF SYSTEMS, PRODUCTS AND PERSONNEL" apply.

CHAPTER 12 - RENUNCIATION OF CERTIFICATION

The requirements of the RINA Rules for the certification of management systems (RC/C 40) apply.

CHAPTER 13 - CONTRACTUAL CONDITIONS

The requirements of the RINA Rules for the certification of management systems (RC/C 40) and of the "GENERAL CONDITIONS OF CONTRACT FOR THE CERTIFICATION OF SYSTEMS, PRODUCTS AND PERSONNEL" apply.