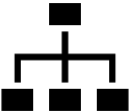








	What is it	What to do/include	Making it even better
Organisation Structure 	<p>A diagram/list of the corporate group (all the undertakings that share a common ultimate parent).</p>	<ul style="list-style-type: none"> Overseas parent(s) and highest UK parents(s) of the corporate group established. All active undertakings included. Authorisation letters present from highest parent(s) to: <ul style="list-style-type: none"> support aggregation/disaggregation (if applicable) confirm a responsible undertaking (if not a highest UK parent). 	<ul style="list-style-type: none"> A 'company tree' showing the parental structure of the corporate group on the qualification date, that includes: <ul style="list-style-type: none"> overseas and highest UK parent(s) all UK and overseas undertakings and their level status of each undertaking (active, dormant or dissolved etc.) whether the undertaking consumes energy breakdown into participants (if applicable) qualification status of each undertaking (large or relevant). Information based on the date at which the ESOS assessment was carried out to highlight any company changes during the compliance period.
Total Energy Consumption (TEC) and Significant Energy Consumption (SEC) 	<p>TEC: all input energy consumed by the participant.</p> <p>SEC: at least 90% of the TEC; the energy use that is audited or covered by an alternative compliance route.</p>	<ul style="list-style-type: none"> TEC to include all input energy from buildings, processes and transport for the participant. The same compliant reference period is used to collate the TEC across the participant. TEC displayed in a data summary table supported by verifiable primary evidence (invoices, half hourly data, manual reads, etc.) Data in a common energy unit or £s. Conversion factors stated and referenced. Where verifiable data is not available estimates are used supported by calculations and explanations. Rationale for SEC/de-minimus selection provided. 	<ul style="list-style-type: none"> Compliant reference period selected that best represents the expected future business direction of the participant. Data summary, primary evidence, conversions factors and estimate calculations easily accessible from evidence pack. Use of estimates minimised and justification recorded. Breakdown of TEC into energy using areas. Record of any sites/activities that are excluded from the TEC and justification provided.
Sites, Assets & Activities 	<p>All sites, assets and activities that use energy including transport.</p>	<ul style="list-style-type: none"> All sites, assets and activities considered (including transport fleets and private vehicles). Responsibility for landlord tenant situations determined. Premises moves during compliance period considered. 	<ul style="list-style-type: none"> For landlord tenant situations, supplies are broken down individually and responsibility determined by operational control. For premises moves during the compliance period supplies are broken down individually and activities which are continued are considered.
Sampling Approach 	<p>A methodology for selection of site visits to support the energy audits.</p>	<ul style="list-style-type: none"> Sampling approach is representative of SEC. Variations in; activity, building type, size etc. are all considered. 	<ul style="list-style-type: none"> Robust sampling approach used with a large number of 'site visits' carried out at for each variation in; activity, building type, age, size, etc. Site audit selection takes into consideration future business direction of the participant and previous energy audit work.

Pointers to improve your ESOS outputs Avoiding ESOS non-compliance

<p>ESOS Energy Audit</p> 	<p>Audit(s) of the participants SEC that meet the minimum ESOS energy audit criteria.</p>	<ul style="list-style-type: none"> • 12 months of energy audit data is used in line with the minimum ESOS energy audit criteria. • Displayed in data summary tables supported by primary evidence. • Conversion factors stated. • Estimates supported by calculations. • This can be the same as the TEC data. • Analysis conducted on the data for each of the sites that were visited (including transport), e.g. a breakdown of supply type by area/activity/appliance. • Energy Profiling carried out where appropriate and reasonably practicable. • Any compliance by alternative routes is supported by valid certificates. 	<ul style="list-style-type: none"> • Strategic selection of compliant 12 months of energy data to increase the benefit of the assessment, such as optimisation of 'actual' data (noting audit data can differ from the TEC). • Data summary, primary evidence, conversions factors and estimate calculations easily accessible from evidence pack and all correlate with each other. • Suitable justification for use of estimates recorded. • Where relevant additional analysis methods such as degree day analysis and bench marking are utilised. • Use of energy profiling is maximised. • Justification provided for any areas where further analysis is unsuitable.
<p>Energy Savings Opportunities</p> 	<p>Reasonably practicable opportunities that will save energy for the participant once implemented.</p>	<ul style="list-style-type: none"> • All reasonable opportunities identified for each visited site and transport. • Cost benefit calculations provided for each individual opportunity, either Simple Payback Period (SPP) or Life Cycle Cost Analysis (LCCA), as appropriate. • Cost benefit calculations extrapolated to non-visited sites within the SEC (where applicable). • Lead Assessor discloses any opportunity types which they have a commercial interest in. 	<ul style="list-style-type: none"> • Lead Assessor and participant agree and document what constitutes a reasonable energy savings opportunity. • Justification provided for any obvious opportunities that are missing. • Each opportunity can be traced back to the corresponding energy audit analysis work, with clear calculations, which resulted in its identification. • Use of LCCA is maximised, particularly for high capex or long life projects, where appropriate and justification for use of SPP is provided. • If the implementation of one opportunity effects the benefits of another this should be taken into account to avoid double counting. • Opportunities are ranked into a logical order to assist presentation to board members e.g. lowest cost, shortest payback, biggest savings potential.
<p>Lead Assessor and Board Level Sign Off</p> 	<p>Sign off of ESOS assessment.</p>	<ul style="list-style-type: none"> • Lead Assessor sign off present, to confirm assessment meets the ESOS Regulations including lead assessors registration body. • Board director sign off present, to confirm assessment has been reviewed by the board. If the director is not at board level, then justification must be provided. 	<ul style="list-style-type: none"> • Lead Assessor selected that has experience within the participants sector. • Board level director sign off present against the four bullet points. • Presentation of ESOS assessment findings delivered to board.
<p>ESOS Notification</p> 	<p>Online confirmation of compliance to Environment Agency.</p>	<ul style="list-style-type: none"> • Notify the Environment Agency of compliance after the ESOS assessment is complete and before the compliance deadline for the Phase. • Answer the compliance questions using the information collated from the sections above. 	<ul style="list-style-type: none"> • At least one of the primary or secondary contacts should be from the participant organisation as opposed to the lead assessor organisation. • A copy of the notification retained within the evidence pack. • Answers to all voluntary questions provided.
<p>Evidence Pack</p> 	<p>A folder on a server or hard copy where you keep copies of the information that supports your ESOS assessment.</p>	<ul style="list-style-type: none"> • Documents all records from the above sections. • The location of any documents not held directly in the evidence pack (e.g. invoices) should be referenced. • Be in the hands of the participant not just the third party lead assessor organisation. 	<ul style="list-style-type: none"> • A contents page. • Document control. • The evidence pack 'is' the ESOS assessment and should show the approach taken by the participant to comply with the scheme.