

## 7.1.3 Energy audit

S.No.	Document
1	Energy Audit Certificate
2	Energy Management System Manual

◆ CERTIFICAT

◆ CERTIFICADO

◆ СЕРТИФИКАТ

◆ CERTIFICATE

◆ ZERTIFIKAT

# CERTIFICATE



This is to Certify that the Management System of

## INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT

D- 27 & 28, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI- 110058

has been found to conform to the Energy Management System standard:

### ISO 50001:2018

This certificate is valid for the following scope of operations:

PROVISION OF EDUCATIONAL SERVICES IN THE FIELD OF INFORMATION TECHNOLOGY, COMMERCE AND MANAGEMENT AT GRADUATE LEVEL

:: Certificate No :: IN54747G

Date of initial registration  
30 January 2023

Date of this Certificate  
30 January 2023

Recertification Due  
29 January 2026

This Certificate remains valid subject to satisfactory surveillance audits.



*Praveen*

Director

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& Management, New Delhi

	INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT	Doc. No.	IITM-EnMS-M-01
		Is. No.	01
	Energy Management System	Re. No.	00
		Effective Date	15.09.2022

ENERGY MANAGEMENT SYSTEM MANUAL

**(ISO 50001:2018)**

Of

**INSTITUTE OF INNOVATION IN TECHNOLOGY &  
MANAGEMENT**

D- 27 & 28, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI- 110058, INDIA

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**Revision Record Sheet**

S. No.	Section No	Revision No	Revision Date	Page	Revision Details



  
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 The access for EnMS Manual is given as per the distribution list.

**DISTRIBUTION LIST**

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1	ENMS-MR	Master Copy
2	General	Controlled Copy



  
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**1. FOREWORD**

INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT' Energy management system is governed by comprehensive documentation as referenced herein. Procedures, forms, and similar documents used by the organization whose direct or supportive participation in processes affecting EnMS performance is formally documented and controlled. All such documents are contained in readily identifiable, easily accessible location within the company, various definitions and terms used are as per the requirement of international standards ISO-50001:2018.

**2. COMPANY PROFILE**

INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT is an organization having facility set up as registered address as at D- 27 & 28, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI- 110058, INDIA.


The company is involved in PROVISION OF EDUCATIONAL SERVICES IN THE FIELD OF INFORMATION TECHNOLOGY, COMMERCE AND MANAGEMENT AT GRADUATE LEVEL.

INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT Has voluntarily decided to follow all the principles of EnMS ISO 50001:2018 Energy Management System.



  
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**2.1 GLOSSARY**

Sr. No	Abbreviations	Details
1	°C	Degree Centigrade
2	Acc	Accountability
3	AR	Acceptable Risk
4	CA	Corrective Action
5	CAR	Corrective Action Report
6	CHK	Checking
7	CIP	Continual Improvement Project
8	CNR	Conservation of natural resources
9	COM	Communication
10	DEG	Degree
11	DEPT	Department
12	ENMS	Energy Management System
13	ENMSM	Energy Management System Manual
14	ENMSMR	Energy Management System Representative
15	ENMS COMR	Energy Management System CO Management Representative
16	ENMSMS	Energy Management System Management System
17	ENMSP	Energy Management System Procedure
18	EnPI	Energy Performance Indicator
19	EnB	Energy Baseline
20	SEU	Significant Energy Use
21	IITM	INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT



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### 3. GENERAL REQUIREMENTS

#### 1. GENERAL REQUIREMENTS

##### 1.1. FOREWORD


This EnMS System of INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT has been prepared to meet the requirements of ENMS system as laid down in the ISO-50001:2018.

The master copy is maintained by EnMS-MR. The relevant EnMS procedures are prepared based upon guidance given in this manual which describes the EnMS adopted.

This manual is used for the following purposes but not limited to

1. Communicating the Company's Energy policy, procedures and requirements.
2. Implementing, maintaining and continually improving the management system performance.
3. Providing documented base for auditing management system.
4. Training all employees in the EnMS to Improve overall Energy, Health-Safety & Energy performance in line with the organizations EnMS policy.
5. Demonstrate conformance with stated policy to stakeholders.
6. Provide information on core elements of the management system and their interaction and provide direction to related documentation.



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### 1.2. STRUCTURE OF THE MANUAL

This Energy Management System Manual is structured as shown in the contents pages of the Manual. Different sections are arranged sequentially as per clause number of ISO 50001:2018. The relevant section number of ISO 50001:2018 has been identified along with title of each Section. Energy Management System Manual pages are numbered serially with page number indication. All pages of Master copy of Manual bear signatures of EnMS MR / HOD Head in Original. The current Revision Number and issue number on each page is also indicated. Revision Number "00" has been given to first issue of the section. After first revision, the revision Number is incremented and the entire section is replaced with revised one. This manual is available only in English Language.

### 1.3. ISSUE PROCEDURE

The MR Management Representative is authorized by EnMS MR / HOD Head to carry out the activities of preparing, issuing, maintaining and updating of this Energy Management system Manual.

The distribution of the Manual and the amendment(s) are controlled and are carried out by the Management Representative.

Master copies of the EnMS manual are printed on paper with Blue coloured stamp.



  
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**1.4 REVISION, UPDATION AND AMENDMENT OF PROCEDURE.**

Any changes in the Energy Management system are incorporated in the manual by the Management Representative. No revision is implemented unless HOD Head has approved it and formally issued by Management Representative.

Each revision is introduced formally by the Management Representative by issue of revised Section(s) to each controlled copy holder as per the Education System.


When revisions take place, the revisions are indicated by the Revision Number in each of the revised sections, and recorded in the Amendment Details at cover sheet of this manual delivered with the controlled copies of the Manual.

The insertion of the additional/ amended sections and the removal of the old sections in the individual controlled copies as per the distribution list of the Manual is the responsibility of the person holding the individual copy. All old sections so removed are crossed/ stamped "OBSOLETE" and returned to the Management Representative who ensures that the same are destroyed. The Management Representative retains one copy of the earlier version of the Section(s).



  
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#### 4.0 CONTEXT OF THE ORGANIZATION

##### 4.1: UNDERSTANDING THE ORGANIZATION AND ITS CONTEXT


The IITM have determined external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its EnMS and improve its energy performance. The internal and external issues related to Energy Management System are identified in table-1 below:

**Internal & External Issues (Table-1)**

S. No.	Issue	External/ Internal	Details	Extent of Effect	Type of Effect (+ve/-ve)
1	Issues related to interested parties such as existing national or sector objectives, requirements or standards	External	National / State Statutory Bodies related to Energy Use, Consumption & Efficiency	Non-compliance may attract legal penalties / prosecution	-ve
2	Energy compliance obligation	External	National / State Statutory Bodies related to Energy Use, Consumption & Efficiency thru Acts, Rules & Regulation	Non-compliance may attract legal penalties / prosecution	-ve
3	Restrictions or limitations on energy supply, security and reliability	External	Restriction/ Limitations on use on particular energy source or all energy sources	Production Activity may suffer due to No or Short Supply of Fuel	-ve
4	Energy costs or the availability of types of energy	External	The cost of electricity, crude oil & gas is going high as it is directly linked with the international price by withdrawing government subsidies	Activity may suffer due to No or Short Supply of Fuel Alternative fuel sources shall be explored. May not be cost effective	-ve

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5	Effects of weather	External	Seasonal weather conditions will have both positive as well negative impact on energy performance.	In summer, the A/C load may up but the Thermal Utilities' energy consumption may go down	±ve
6	Effects of climate change / effect on greenhouse gas (GHG) emissions	External	CO <sub>2</sub> Emission Restrictions due to Climate change	May ban some fuel or the production throughput may be restricted if causing pollution	-ve
7	Core business objectives and strategy	Internal	Energy Performance is integrated in business processes	Resource availability will be ensured by the Top Management	+ve
8	Financial resource (labour, financial, etc.) affecting the organization	Internal	Sound financial condition will make available the resources like adequate manpower, technology & finance	Will help to achieve objective & targets	+ve
9	Energy management maturity and culture	Internal	Supporting Top Management and enthusiastic tactical and operational management	Will have pro energy atmosphere with active involvement in EnMS of the entire organisation	+ve
10	Sustainability considerations	Internal	Sustainability considerations in selection of alternative fuel / renewable energy sourced	The operational cost may go high for alternate fuel & the capital cost of the renewable energy projects is high	-ve
11	Contingency plans for interruptions in energy supply	Internal	Provision of DG Set in absence of electricity from the utility company	The power cost may go high	-ve
12	Operational risks and liability considerations	Internal	Operational risks and liability considerations to be considered in Use of Energy Sources as well in operations of the SEUs	Deterioration in Energy Performance, Accidents related to mishandling of energy sources	-ve

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In general the process followed by IITM to develop an understanding of its context results into in knowledge which can be used to guide its effect to plan, implement and operates its Energy Management system. The results of the understanding the context is used for -

1. Setting the scope of Energy Management system
2. Determining its risks and opportunities that need to be addressed
3. Developing and enhancing IITM's Energy Management system policies
4. Establishing Energy Management system objectives
5. Determining the effectiveness of its approach to fulfil IITM's compliance obligations



  
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#### 4.2.: UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES

IITM understands the relevant needs and expectations of the interested parties.

IITM Have determined:

- the interested parties that are relevant to energy performance and the EnMS;
- the relevant requirements of these interested parties;
- which of the identified needs and expectations the organization addresses through its EnMS.

IITM have ensured that it has access to the applicable legal requirements and other requirements related to its energy efficiency, energy use and energy consumption and determined how these requirements apply to its energy efficiency, energy use and energy consumption.

The below table-2 provides the list of **relevant interested parties** to IITM's Energy Management system and their needs and expectations along with the approach to fulfil them.

Sr. No.	Interested Party	Needs & Expectation	Approach to fulfil the needs & expectations
1	Customer	Less Energy Intensity	Implementing ISO 50001:2018 to achieve continual improvement in Energy Performance and its EnMS
		No use of restricted Energy Source	Meeting the statutory requirements
2	Top Management	Energy Waste elimination in Organization	Optimum use of Energy Sources by effective implementation of EnMS
		Fulfilment of legal requirement	Monitoring of legal compliance & evaluation.
		Fulfilment of ENMS objectives	Tracking & reviewing performance of EnMS and its objective & Targets
		Improvement in Energy Performance	Creating awareness, providing relevant trainings at all levels within the organisation
		Meeting or exceeding Energy & ENMS performance. Timely compliance of legal	Monitoring the performance indicator trend, Legal compliance, carrying out Internal audits and





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		obligations	Management reviews.
3	SEU Owners	Providing Intensive EnMS training and Best energy efficiency practices	Training
		Explaining the start-up / Close out / operation of SEU to achieve maximum energy efficiency.	OCPs / SOPs
4	Supplier/ Contractor/ Sub-Contractor	Guidance on compliance to Requirement of EnMS	Supplier awareness training/ meetings, communication and audits.
5	National and State Statutory Bodies including Utility Companies	Fulfilment of applicable legal requirements related to energy use, efficiency & consumption	Identification of Legal requirements and maintaining these requirements in Legal register. Communicating to Statutory Bodies
6	Industry Association	Participation in various activities and events organized. Adherence to voluntary code of conduct	Participating in competitions / events
7	Financial Institutions / Investors	Meeting or exceeding Energy & EnMS performance	Meeting its requirements
8	Staff	General Awareness on EnMS and Energy Performance	Training

IITM has distinguished needs & requirements as below:

- 1. Mandatory Requirements:** This includes laws, regulations, provision of IITM's collective agreement that relates to Energy use, Energy Consumption & Energy Efficiency where they are given a legal effect.
- 2. Commitment Requirements:** These are voluntary commitment to interested parties to which IITM voluntary subscribes.

Needs & expectations from interested parties become obligatory requirements for IITM in case INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT decides to adopt them. In that case these become requirements and are considered while planning and establishing Energy Management system.



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#### 4.3 Determining the scope of the energy management system

IITM have determined the boundaries and applicability of the EnMS to establish its scope.

When determining the EnMS scope, the IITM have considered:

- The external and internal issues referred in Context of Organization (Section 4.1)
- The requirements referred in Needs & Expectation of Interested Parties (Section 4.2)

IITM have ensured that it has the authority to control its energy efficiency, energy use and energy consumption within the scope and boundaries. IITM have not excluded an energy type within the scope and boundaries. It has included all the 3 energy sources used:

- Electricity
- Diesel
- LPG

The EnMS scope and boundaries is as follows:

#### SCOPE

**"PROVISION OF EDUCATIONAL SERVICES IN THE FIELD OF INFORMATION TECHNOLOGY, COMMERCE AND MANAGEMENT AT GRADUATE LEVEL"**

#### Boundary

**"D- 27 & 28, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI- 110058, INDIA"**

#### 4.4 Energy management system

Applicable Clauses: -

- ISO 50001:2018 - 4.4

All kind of resources and required information needed for supporting the operations and monitoring of Energy Management system processes are adequately provided.

#### 5 Leadership

##### 5.1 Leadership and commitment

Applicable Clauses:-

- ISO 50001:2018 - 5, 5.1



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Top Management of IITM takes active role in engaging, promoting, ensuring, communicating and monitoring the performance and effectiveness of Energy Management system. In nut shell, IITM has demonstrated leadership & commitment for Energy Management System through;

- ❖ ensuring that the EnMS scope and boundaries are established
- ❖ ensuring that the energy policy, objectives and energy targets are established and are compatible with the strategic direction of IITM
- ❖ ensuring the integration of the EnMS requirements into the IITM's business processes;
- ❖ ensuring that action plans are approved and implemented;
- ❖ ensuring that the resources needed for the EnMS are available;
- ❖ communicating the importance of effective energy management and of conforming to the EnMS requirements
- ❖ ensuring that the EnMS achieves its intended outcomes
- ❖ promoting continual improvement of energy performance and the EnMS
- ❖ ensuring the formation of an energy management team
- ❖ directing and supporting persons to contribute to the effectiveness of the EnMS and to energy performance improvement
- ❖ supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility
- ❖ ensuring that the EnPIs appropriately represents energy performance
- ❖ ensuring that processes are established and implemented to identify and address changes affecting the EnMS and energy performance within the scope and boundary of the EnMS.

#### 5.2 Energy policy

Applicable Clauses: -

- ISO 50001:2018 - 5.2


The Energy Policy of **INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT** has been defined by the top management.

All the employees & interested parties have been made aware of Energy Policy.



  
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Energy policy

**ENERGY POLICY**

**"INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT Is committed to excel in energy performance with the effective implementation of Energy Management System based on ISO 50001:2018 following all the requirements of the standard.**

**IITM provides a framework for setting and reviewing objectives and energy targets and committed for the availability of information and necessary resources to achieve objectives and energy targets.**

**IITM is commitment to satisfy applicable legal requirements and other requirements related to energy efficiency, energy use and energy consumption and to continual improvement of energy performance and the EnMS.**

**IITM supports the procurement of energy efficient products and services that impact energy performance and supports design activities that consider energy performance improvement.**

**The energy policy is communicated within the organization and available to interested parties, as required.**

**The Energy Policy shall be periodically reviewed and updated as necessary."**

Dr. Chandra Mohan Singh  
MR

Prof. (Dr.) Monika Kulshreshtha  
Director

**5.3 Organization roles, responsibilities and authorities**

Applicable Clauses: -

- ISO 50001:2018 - 5.3

Top Management of INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT has assigned the relevant roles in relation to Energy Management system, in order to ensure the effectiveness and the achievement of intended results. The specific Responsibilities and Authorities for the roles are established and it is ensured that the persons understand and are aware of their assignments. This is done through documenting detailed job descriptions and effective communication activities.



  
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**EnMS Resources, Roles, Responsibilities, Accountability & Authority:**

**Managing Director:**

Roles	Responsibility	Authority
Managing Director / Director	<ul style="list-style-type: none"> <li>➤ Head of the Company.</li> <li>➤ Provide resources essential for implementation and maintenance of the EnMS</li> </ul>	<ul style="list-style-type: none"> <li>➤ Approval of EnMS Policy.</li> <li>➤ Approval of Corporate level Organization Structure including EnMS.</li> <li>➤ Authority to approve resources &amp; financial budgets in implementing EnMS</li> <li>➤ Authority to appoint Management Representative for ENMS.</li> </ul>

**Accountability:** Accountability for release of EnMS Policy.

**Director:**

Roles	Responsibility	Authority
Director/MR	<ul style="list-style-type: none"> <li>➤ Review legal requirements to confirm meeting to local regulations.</li> <li>➤ Operational control to reduce EnMS risks &amp; Significant Energy Uses.</li> <li>➤ Setting &amp; reviewing the EnMS Objectives &amp; Targets.</li> <li>➤ Assessing &amp; providing the resources required to implement Energy Management system.</li> <li>➤ To conduct the Energy Planning &amp; Energy Review</li> <li>➤ Provide the information, instruction, training &amp; supervision as are necessary to ensure the continual improvement in Energy Performance &amp; EnMS</li> <li>➤ Identification of SEUs</li> <li>➤ Determine EnPIs &amp; EnBs at appropriate level and maintain &amp; update the same</li> <li>➤ To Prepare OCPs/SOPs for the SEUs</li> <li>➤ Operation &amp; Maintenance of all SEUs as per the OCPs/SOPs</li> <li>➤ To set objectives, targets &amp; action plans at relevant functions and levels within the organisation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Approval of EnMS Apex Manual.</li> <li>➤ Approval of EnMS Organization Structure.</li> <li>➤ Approval of EnMS Objectives &amp; Targets.</li> <li>➤ Approve &amp; implement the emergency preparedness &amp; response plan.</li> <li>➤ Has Authority to take any decisions for proper implementation of the EnMS.</li> <li>➤ Authority to appoint the ENMS AMR, Energy Manager</li> <li>➤ To form Energy Team and to assign roles and responsibilities to the team members</li> </ul>

**Accountability:**


- For Improving Energy Performance & improvement of EnMS.

**EnMS - AMR "Assistant Management Representative"**

Roles	Responsibility	Authority
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<b>"Assistant Management Representative"</b>	<ul style="list-style-type: none"> <li>➤ Same as Plant Head as the Plant Head is the Director and acting MR</li> <li>➤ Obtain Applicable laws through books or internet or any other sources.</li> <li>➤ Study the applicable law and identify specific requirement</li> <li>➤ Prepared and updated the legal register</li> <li>➤ Study other requirement and applicability.</li> <li>➤ Determine monitoring and measurement methodology of applicable legal and other requirement for compliance.</li> <li>➤ Determine frequency of measurement.</li> <li>➤ Identity agency it required for measurement through external source.</li> <li>➤ Verify legal entity of agency identified for measurement.</li> <li>➤ Determine format &amp; periodicity for measurement, evaluation &amp; compliance records.</li> <li>➤ Ensure that measurement &amp; monitoring are done as per frequency and records are maintained.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Same as MR</li> <li>➤ Can take decision in absence of MR</li> </ul>
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**Accountability:**


- Establish, implement & maintain the EnMS as per ISO 50001:2018.
- Top Management has appointed Dr. Chandra Mohan Singh as Management Representative for effective implementation of Energy Management System. Management Representative is responsible to Establish, implement & Maintain the management system. Management Representative is authorized to take appropriate decisions in view of protecting the interest of stake holders. MR can appoint AMR to assist in all activities.
- Management Representative shall report the performance of Energy Management system to top management for appropriate review, actions and decisions and continual improvement of Energy Management system.
- Timely submission of legal requirements to statutory & regulatory authorities.

**Energy Team**

1. The Energy Team consists of -



  
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- Chairman of the Energy Team will be the ENMS-MR who will be represented on behalf of the management.
- All HODs will be a member of the cross functional Energy Team.
- Representatives from production, maintenance and purchase departments Shall also be part of the Energy Team.

Energy Team will meet every month but at least once in a quarter. The minutes of the meeting will be recorded reported to the Top Management.

Roles	Responsibility	Authority
Energy Team	<ul style="list-style-type: none"> <li>➤ Assisting and cooperating with the management in achieving the EnMS intended outcome and objectives, targets &amp; action plans outlined in the EnMS policy of the organization.</li> <li>➤ Dealing with all EnMS matters and finding practical solutions to issues encountered.</li> <li>➤ Creating Energy awareness amongst all workers.</li> <li>➤ Deliberating on reports of EnMS surveys, emergency plan, energy audits and risk assessment implementation of preventive actions made in the reports.</li> <li>➤ Carries out Energy Planning &amp; Energy Review</li> <li>➤ Determine EnPIs, EnBs, Relevant Variables</li> <li>➤ Determine Measurement Plan</li> <li>➤ Investigate and identifying root cause of NCRs and suggest actions to eliminate.</li> <li>➤ Looking into any complaint made on the likelihood of an imminent threat to the deuteriation of Energy Performance and suggests corrective measures.</li> <li>➤ Reviewing the implementation of the recommendations made by it.</li> <li>➤ Undertaking educational training &amp; promotional activities.</li> <li>➤ Preparing OCPs/SOPs</li> <li>➤ Carrying out internal audits on ENMS as per procedure/ Audit check list.</li> <li>➤ Make reports in the prescribed formats &amp; provide information on the results of audit to Auditee &amp; MR</li> </ul>	<ul style="list-style-type: none"> <li>➤ Proposes Change in OCPs/SOPs</li> <li>➤ Conduct Internal Audits, Raise NCRs</li> <li>➤ Seek any relevant information concerning energy performance</li> <li>➤ Performance Evaluation of SEUs</li> <li>➤ Prepare Preventive Maintenance Schedule</li> <li>➤ Identify the training Needs</li> <li>➤ To stop the activity / operation not complying with legal requirements</li> </ul>

Accountability: Operational control such as OCPs/SOPs, non-conformance, root cause analysis, corrective action. To facilitate effective EnMS implementation, operation and maintenance

**HOD -Purchase:**



  
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Roles	Responsibility	Authority
	<ul style="list-style-type: none"> <li>➤ To Inform supplier to quote for energy efficient product</li> <li>➤ To calculate lifetime energy consumption for comparison of the products for SEU purchase</li> <li>➤ To procure Energy Efficient Products.</li> <li>➤ Awareness and EnMS training to Suppliers.</li> <li>➤ Assessment of the critical suppliers to meet the legal requirements during supply of flammable oils and lubricants, compressed and flammable gases.</li> </ul>	<ul style="list-style-type: none"> <li>➤ To prepare &amp; send RFQ to supplier</li> <li>➤ To approve supplier</li> </ul>

**Accountability:** To Recommend Energy Efficient Product to Top Management for Purchase

**NOTE 1:**

**Following responsibility has been delegated to all employees of IITM:**

- To identify and record any issues related to Energy Management
- To initiate action through designated channels to prevent the occurrence/recurrence of potential / existing non-conformities relating to product, process, and EnMS Practices in their respective area of work;
- To follow the OCP's / WI in their respective work area.
- To support Energy Management system related activities in the Department.
- To give feedback on training requirement.

**NOTE 2:**

Wherever responsibility is mentioned in the department or sub-ordinate personnel in this manual or elsewhere, it is understood that the overall responsibility and authority lies with the departmental head. However, at the same time the responsibility is delegated to his sub-ordinates for the actual implementation of the task or function. Responsibility and authority of all personnel who perform work (operators) affecting *Energy Management system* performance, has been defined in lower-level documentation.


**6 Planning**

**6.1 Actions to address risks and opportunities**

INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT has established, implemented and maintained Energy Management System with consideration of



  
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internal & external issues, expectations of Interested parties, risk & opportunities related to Energy Planning & Energy Review, and opportunities for improvement of energy performance, compliance obligation to assure that Energy Management system will achieve intended outcome.

IITM in its planning process determines and assesses the risk and opportunities that are relevant to the intended outcomes of Energy Management system associated with changes in organizations, its processes or Energy Management system. In case of planned changes, permanent or temporary, risk assessment is undertaken.

The Energy Management system objectives are established at all relevant functions. Management programs are defined to achieve objectives & targets. The Scope encompasses all the areas.

The respective process owners are responsible for implementing and achieving continual improvement, Objectives and targets of Management Program. This is reviewed as per the procedure for Management Review.

#### 6.2 Objectives, energy targets and planning to achieve them


IITM have established objectives and energy targets wherever possible at relevant functions and levels. IITM have ensured that the objectives and energy targets are

- > consistent with the energy policy
- > be measurable (if practicable);
- > take into account applicable requirements;
- > consider SEUs
- > take into account opportunities to improve energy performance;
- > be monitored;
- > be communicated;
- > be updated as appropriate.

IITM have retained documented information on the objectives and energy targets and those are maintained and communicated at relevant levels.

IITM have established and maintain action plans that include:

- > what will be done;
- > what resources will be required;
- > who will be responsible;
- > when it will be completed;
- > how the results will be evaluated, including the methods used to verify energy performance improvement

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IITM have considered how the actions to achieve its objectives and energy targets can be integrated into the IITM's business processes. Documented action plans are communicated and maintained at relevant functions.

### 6.3 Energy review

IITM have developed and conducted an energy review by taking into account the following:

- a) analyse energy use and consumption based on measurement and other data, i.e.:
- 1) identify current types of energy
  - 2) evaluate past and current energy uses and consumption
- b) based on the analysis, identify SEUs
- c) for each SEU
- 1) determine relevant variables
  - 2) determine current energy performance
  - 3) identify the persons doing work under its control that influence or affect the SEUs
  - d) determine and prioritize opportunities for improving energy performance
  - e) estimate future energy uses and energy consumption

The energy review is updated at defined intervals - **Yearly**, as well as in response to major changes in facilities, equipment, systems or energy-using processes.

IITM have documented the methods and criteria used to develop the energy review, and the records of the information of its results are maintained.

### 6.4 Energy performance indicators

IITM have determined EnPIs that:

- a) are appropriate for measuring and monitoring its energy performance
- b) enable the organization to demonstrate energy performance improvement.

#### The method for determining and updating the EnPIs :

Being a pharmaceutical company, we have production in batch process. The production schedule is dependent on the orders received by the company. Accordingly, production schedule and actual production takes place.

Due to limitation of measuring system for power measurement, we have determined the EnPIs as production per unit of power

Unit of EnPI : Caps/kWh  
 Tabs/kWh  
 Ltrs/kWh

At present the EnPI is worked out on facility level only. The EnPI is calculated every month.



  
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SEU Level EnPIs will be worked out after we have the complete measurement and metering system. Installation of meters for SEUs is part of our objectives and targets. At present we do not have data of variables which affects the energy performance. EnPI values are reviewed and compared to the EnB of absolute consumption on facility level, as appropriate. The records of month wise EnPI values is maintained.

**6.5 Energy baseline**

IITM have established an EnB (on facility level) using the information from the energy review taking into account a suitable period of time.

IITM do not have data indicating that relevant variables significantly affect energy performance, hence have not carried out normalization of the EnPI values and corresponding EnBs.

IITM shall review /revise / update the EnB in the case of one or more of the following:

- a) EnPIs no longer reflect the organization's energy performance
- b) there have been major changes to the static factors
- c) according to a pre-determined method – **Once in year**

Records of the EnBs are maintained in the Energy Review.

**6.6 Planning for collection of energy data**


IITM have ensured that key characteristics of its operations affecting energy performance are identified, measured, monitored and analysed at planned intervals. IITM have defined and implement an energy data collection plan appropriate to its size, its complexity, its resources and its measurement and monitoring equipment. The plan specifies the data necessary to monitor the key characteristics and state how and at what frequency the data shall be collected and retained.

Data is collected and relevant records have provision for the following:

- a) the relevant variables for SEUs – Presently IITM do not have system to measure and monitor the variables.
- b) i) energy consumption of to SEUs - Presently IITM do not have system to measure and monitor the power consumption at SEU level. It is in the objective and targets for the following period.
  - ii) On facility level – IITM have One year data period for EnB
- c) operational criteria related to SEUs – Not applicable as on today
- d) static factors, if applicable - Not applicable as on today
- e) data specified in action plans - Not applicable as on today



  
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IITM shall review energy data collection plan at defined intervals and update as appropriate. The review frequency - **Once in a Year**

IITM have ensured that the equipment used for measurement of key characteristics provides data which are accurate and repeatable. All meters for measurements will be calibrated as per the recommendations of the OEMs.

### 7 Support

#### 7.1 Resources

IITM have determined and provided the resources needed for the establishment, implementation, maintenance and continual improvement of energy performance and the EnMS.

#### 7.2 Competence

IITM have

- determined the necessary competence of persons doing work under its control that affects its energy performance and EnMS
- ensured that these persons are competent on the basis of appropriate education, training, skills or experience
- where applicable, take actions to acquire the necessary competence like hiring experts on case-to-case basis, and evaluate the effectiveness of the actions taken
- retained appropriate records as evidence of competence.

Applicable actions include the provision of training to, the mentoring of, or the reassignment of currently employed persons, or the hiring or contracting of competent persons.


#### 7.3 Awareness

IITM ensures that all employees shall be aware of:

- the energy policy
- their contribution to the effectiveness of the EnMS, including achievement of objectives and energy targets, and the benefits of improved energy performance
- the impact of their activities or behaviour with respect to energy performance
- the implications of not conforming with the EnMS requirements.

Departmental heads / Process Owners shall identify the specific training need and communicate the HR to coordinate.



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Specialized training on Energy performance, EnMS shall be given to the SEU owners / operators. Training of Is General Awareness of Energy and EnMS provided to Rest of the employees.

#### 7.4 Communication

IITM communicates internally about its energy performance and performance of EnMS thru daily / monthly / quarterly meetings. In the MRM the energy performance and EnMS performance to be communicated to Top Management.

IITM provides framework to ensure that all employees can make comments or suggest improvements to the EnMS and to energy performance.

IITM have decided not to communicate externally about its EnMS and the Energy Performance. Whereas energy policy can be communicated to the interested parties as necessary.

#### 7.5 Documented information

The documents, records, procedures, OCPs, Formats of Energy Review, Internal Audit Plans and other mandatory documents & records required by the standard ISO 50001:2018 and the documents and records which are not mandatory by this standard but required to effectively implement, maintain and continually improve the EnMS are available with MR as Master Copy and the respective process owner as Controlled Copy.

The document control procedure is mentioned in Clause /section 1.4 of this manual.

### 8 Operation

#### 8.1 Operational planning and control

IITM implemented the control the processes related to its SEUs needed to meet requirements and to implement the actions determined in planning to ensure the continual improvement in energy performance and performance of EnMS.

- a) In the OCPs/ SOPs IITM have established criteria for the processes, including the effective operation and maintenance of facilities, equipment, systems and energy-using processes, where their absence can lead to a significant deviation from intended energy performance.
- b) The OCPs/SOPs made to available at the point of use and the activities to be carried out as decided.

IITM ensured the control on planned changes and review the consequences of unintended changes, taking actions to mitigate any adverse effects, as necessary.





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IITM ensured that in case of, outsourced SEUs or processes related to its SEUs, are controlled.

### 8.2 Design

IITM have ensured energy performance improvement opportunities and operational control in the design of new, modified and renovated facilities, equipment, systems and energy-using processes that can have a significant impact on its energy performance over the planned or expected operating lifetime.

Where applicable, the results of the energy performance consideration shall be incorporated into specification, design and procurement activities.

IITM shall retain documented information of the design activities related to energy performance.

### 8.3 Procurement

IITM have established and implemented criteria for evaluating energy performance over the planned or expected operating lifetime, when procuring energy using products, equipment and services which are expected to have a significant impact on the IITM's energy performance.

When procuring energy using products, equipment and services that have, or can have, an impact on SEUs, AEPL shall inform suppliers that energy performance is one of the evaluation criteria for procurement.

Where applicable, IITM shall define and communicate specifications for:

- ensuring the energy performance of procured equipment and services
- the purchase of energy

## 9 Performance evaluation

### 9.1 Monitoring, measurement, analysis and evaluation of energy performance and the EnMS

#### 9.1.1 General

- > IITM have determined to measure and monitor the following key characteristics to ensure the improvement in energy performance and the EnMS:
- > the effectiveness of the action plans in achieving objectives and energy targets;
- > EnPIS
- > Energy Consumption of SEUs;
- > actual versus expected energy consumption;



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- the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;
- when the monitoring and measurement shall be performed;
- when the results from monitoring and measurement shall be analysed and evaluated.
- Improvement in energy performance shall be evaluated by comparing EnPI values against the corresponding EnBs

IITM shall investigate and respond to significant deviations in energy performance and document the information on the results of the investigation and response

IITM shall retain appropriate documented information on the results from monitoring and measurement.

#### 9.1.2 Evaluation of compliance with legal requirements and other requirements

At planned intervals, the IITM shall evaluate compliance with legal and other requirements related to its energy efficiency, energy use, energy consumption and the EnMS. IITM shall retain documented information on the results of the evaluation of compliance and any actions taken.

#### 9.2 Internal audit


IITM to conduct internal audits of the EnMS at planned intervals – **Once in a Year** to provide information on whether the EnMS:

- a) improves energy performance;
- b) conforms to:
  - IITM' own requirements for its EnMS;
  - the energy policy, objectives and energy targets established
  - the requirements of ISO 50001:2018
- c) is effectively implemented and maintained.

IITM shall

- a) plan, establish, implement and maintain an audit programme including the frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration the importance of the processes concerned and the results of previous audits;
- b) define the audit criteria and scope for each audit
- c) select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- d) ensure that the results of the audits are reported to relevant management;
- f) retain records as evidence of the implementation of the audit programme(s) and the audit results.



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### 9.3 Management review

Top management shall review the IITM's EnMS, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the organization.

The management review shall include consideration of:

- a) the status of actions from previous management reviews
- b) changes in external and internal issues and associated risks and opportunities that are relevant to the EnMS
- c) information on the EnMS performance, including trends in
  - 1) nonconformities and corrective actions;
  - 2) monitoring and measurement results;
  - 3) audit results;
  - 4) results of the evaluation of compliance with legal requirements and other requirements;
- d) opportunities for continual improvement, including those for competence;
- e) energy policy.

The energy performance inputs to management review shall include:

- the extent to which objectives and energy targets have been met
- energy performance and energy performance improvement based on monitoring and measurement results including the EnPIs
- status of the action plans.

The outputs of the management review shall include decisions related to continual improvement opportunities and any need for changes to the EnMS, including:

- a) opportunities to improve energy performance
- b) the energy policy
- c) the EnPIs or EnBs
- d) objectives, energy targets, action plans or other elements of the EnMS and actions to be taken if they are not achieved
- e) opportunities to improve integration with business processes
- f) the allocation of resources
- g) the improvement of competence, awareness and communication

IITM retains record of MRM as evidence of the results of management reviews.


### 10 Improvement

Nonconformity and corrective action



  
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When a nonconformity is identified, the IITM shall:

- a) react to the nonconformity and, as applicable:
- 1) take action to control and correct it;
  - 2) deal with the consequences;
- b) evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by:
- 1) reviewing the nonconformity
  - 2) determining the causes of the nonconformity
  - 3) determining if similar nonconformities exist, or can potentially occur
- c) implement any action needed
- d) review the effectiveness of any corrective action taken
- e) make changes to the EnMS, if necessary.

Corrective actions shall be appropriate to the effects of the encountered nonconformities.

IITM shall retain documented information of:

- the nature of the nonconformities and subsequent actions taken;
- the results of any corrective action.

Continual improvement

IITM shall continually improve the suitability, adequacy and effectiveness of the EnMS. The organization shall demonstrate continual energy performance improvement.

Effectiveness of Energy Management system is assessed through various forums. The suitability and adequacy of Energy Management system is reviewed through periodic internal audits and management reviews. INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT adopts the continual improvements initiatives as a strategic direction to achieve the satisfaction of relevant interested parties.



  
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