



An energy audit is usually established at the property level, although it is possible to combine an audit across multiple sites, and a program of energy audits is often undertaken at a portfolio level.

The decision to implement an energy audit, either as part of an Energy Management system or independently, is usually taken by an asset manager. A property manager will most often be responsible for coordinating the audit process, with information and support provided by a facilities manager. The audit outcomes will be of interest to all stakeholders.

The process of undertaking an energy audit should take place within a wider framework for the governance of audit and assurance activities, and should include the following steps:



## STEP 1: ESTABLISH AUDIT OVERSIGHT AND SCOPE

It is important that a forum, committee or body is established to provide oversight of the audit process, to validate outcomes, and to check that recommended actions are allocated appropriately.

Determining the audit scope should involve consideration of a number of issues, including:

- Is it beneficial to include occupier leased areas as well as owner-controlled areas?
- Should services and equipment managed by occupiers be included?
- What fuel types will be included, for example, transport fuel, renewable energy systems, CHP installations?

### DETERMINING THE AUDIT SCOPE

Include occupier leased areas and owner-controlled areas?



Y



N

Include services and equipment managed by occupiers?



Y



N

What fuel types will be included?



TRANSPORT



RENEWABLE ENERGY



CHP INSTALLATIONS



## STEP 2: SECURING A COMPETENT ENERGY AUDITOR

An energy audit should be undertaken by a competent energy assessor. As the qualification and accreditation required by certain regulations, rating and certification schemes and property types vary, it is important to check if there are specific requirements for the planned audit.

As a minimum, an energy auditor should have experience in relation to:

- Energy management.
- The property and equipment type involved.
- The processes and arrangements involved in audit and assurance activities.



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### STEP 3: REVIEW ENERGY CONSUMPTION PROFILE

The preparation of a property's energy consumption profile is a central element of an energy audit. This should include, as a minimum, total energy consumption, broken down by energy type, source, user. Options to include additional variables, for example, seasonal fluctuations and weather days, should also be considered.

The energy consumption profile should be compared against historical trends, with the intention of identifying the areas of greatest consumption and anomalies in expected consumption.



### STEP 4: REVIEW ENERGY MANAGEMENT ARRANGEMENTS

Performance against historical energy targets should be reviewed to determine the extent that progress towards intended improvements is on track.

Alongside this, an energy audit should consider management arrangements, such as processes to monitor and review energy consumption, or to check that recommended actions from previous energy audits are being deployed. There should be evidence that such arrangements are in place and are being implemented.



### STEP 5: IDENTIFY ENERGY OPPORTUNITIES

A key component of an energy audit is to identify opportunities to improve energy efficiency. This is partly informed through the analysis of a property's energy consumption profile and is complemented by general observation of equipment and operational practices.

This could include, for example, where plant, equipment and services are in operation outside working hours or where routine maintenance is behind schedule. Specialist knowledge and experience may be required when considering whether building fabric, plant and equipment is in need of renewal.

Alongside energy saving interventions, an energy audit may also consider opportunities to improve wider energy management activities. For example, the metering arrangements for recording and collating energy data, or how energy efficiency awareness raising is undertaken.



### STEP 6: REVIEW AND CONTINUE TO IMPROVE

The outcomes from an energy audit, including recommended improvement actions, should be documented and reviewed by the oversight body. An action plan should set out improvement opportunities alongside timeframes and responsibilities and should inform the development of energy targets.

Ongoing energy consumption, progress against targets and the implementation of action plans should be periodically reviewed by the oversight body, or an appropriate forum with responsibility for a property's energy or environmental management activities.