



# **Rules for the certification of Energy Management Systems**

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Technical rules



RINA

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## **CHAPTER 1 GENERAL**

### **1.1**

These Rules define the additional and/or substitutive procedures applied by RINA for the certification of Energy Management Systems in relation to what is already defined in the  
General Rules for the Certification of Management Systems

The points in these Rules refer (and maintain the same numbering) to the corresponding points in the General Rules for the Certification of Management Systems for which changes and/or additions have been made.

### **1.2**

RINA issues certification in accordance with the requirements of the UNI CEI EN ISO/IEC 17021:2011 Standard to organisations whose Management System has been recognised as fully conforming to all the requirements of the:

ISO 50001:2011 Standard.

## **CHAPTER 2 REFERENCE STANDARD / CERTIFICATION REQUIREMENTS**

### **2.1**

As well as what is stated in point 2.1 of the General Rules for the Certification of Management Systems, to obtain RINA certification an Energy Management System must first and henceforth satisfy the requirements of the ISO 50001:2011 Standard and the additional requirements of accreditation bodies (e.g.: IAF MD 5 documents).

### **2.2**

Instead of what is stated in point 2.2 of the General Rules for the Certification of Management Systems, to obtain Energy Management System certification, the organisation must:

- 2.2.1 have performed a preliminary analysis of the energy aspects, including:
- 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 preceding period;
  - an estimate of energy consumption 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;
  - identification and definition of a scale of priorities related to opportunities to improve energy efficiency.



2.2.2 have a Manual which:

- defines the scope and boundaries of its Energy Management System;
- describes the main system elements and their interactions and contains or refers to the relative documented procedures;
- takes into consideration the requirements of the standard and gives a description, not necessarily detailed, of the resources and procedures used to ensure compliance with these requirements;
- contains a suitable description of the organisation.

2.2. have established and maintained active and fully operative an Energy Management System in total conformity with the requirements of the ISO 50001:2011 Standard.

An Energy Management System is considered as being fully operative when:

- it has been applied for at least three months;
- the internal audit system has been fully implemented and its effectiveness can be demonstrated;
- at least one management review of the system has been carried out and documented;
- the significant energy aspects have been assessed and identified;
- the energy objectives and relative energy management programmes have been established and documented;
- the procedures and practice which contribute towards preventing situations which could lead to deviation from the energy policy and objectives have been defined, implemented and maintained active;
- the requirements for monitoring, measurement and identification of the objectives of the organisation's energy management programme have been described and documented;
- an energy accounting plan has been defined, documented and implemented.

## **CHAPTER 3 INITIAL CERTIFICATION**

### **3.1**

As well as what is defined in point 3.1 of the General Rules for the Certification of Management Systems, the organisation is to inform RINA of any activities/sites, plants or parts



thereof, excluded from the scope of application of the Energy Management System, for the purpose of checking the admissibility of such exclusions.

### 3.2

Instead of what is stated in point 3.2 of the General Rules for the Certification of Management Systems, together with or following the certification request, the organisation is to make the following documents available to RINA:

- final report of the preliminary analysis of the energy aspects, possibly including the layout of the site/s and the energy flow chart (energy vectors);
- energy management system manual (latest valid edition);
- organisation chart;
- list of internal procedures which are relevant in terms of energy management system implementation;
- list of mandatory and possibly also voluntary fulfilments underwritten, in the energy field, applicable to the organisation, by filling in the form "List of energy fulfilments" (attached to the offer) or providing equivalent documentation;
- copy of the Chamber of Commerce registration certificate or an equivalent document, certifying the existence of the organisation and describing the activity it performs;
- list of current operational yards, describing the activities performed there, if applicable.

RINA may ask, at its discretion, to examine other documents, apart from those previously mentioned, that are considered important to assess the Energy Management System.

RINA examines the above documents for conformity with the reference standard and with the requirements of these Rules.

The outcome of this review is notified to the applicant with the despatch of a copy of the audit stage 1 report – document review (if performed at RINA); any non-conformities considered as critical found in the documentation must be eliminated by the organisation to the satisfaction of RINA before the certification procedure can continue.

The documentation referred to above is normally kept by RINA for its files.

If the stage 1 audit is performed entirely on site, the outcome of the document review is, in any case, indicated in the stage 1 audit report – document review and will be given to the organisation together with the "on-site" stage 1 report, as described in point 3.3 of the General Rules for the Certification of Management Systems.



### 3.3

As well as what is stated in point 3.3 of the General Rules for the Certification of Management Systems, during the stage 1 audit, the following will be checked:

a) that the organisation has documented the evaluation of the significant energy aspects and the reliability of this evaluation in relation to the type of organisation;

b) that the organisation complies with the requirements of the mandatory legislation in the energy field and with any additional requirements, voluntarily subscribed to by the organisation, again in the energy field.

If the contents of the above letters a) and b) are not totally satisfied, please refer to the contents of point 3.6.

### 3.4

As well as what is stated in point 3.4 of the General Rules for the Certification of Management Systems:

- the audit is performed also on the basis of the Analysis of energy aspects document, in its updated form
- during the inspection of the site/s, checks on the plants and interviews with the staff of the organisation involved in the Energy Management System will also be made.

### 3.6

As well as what is stated in point 3.6 of the General Rules for the Certification of Management Systems, non-conformity also means a situation such as to reduce the capacity of the management system to ensure control of the significant energy aspects and/or compliance with legislation.

If the audits reveal findings connected with the non-observance of energy legislative requirements<sup>1</sup>, the certification process, except in special cases, is suspended until the organisation has demonstrated it complies with these requirements.

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<sup>1</sup> Legislative requirements mean:

- Legal limits and/or provisions;
- Limits and/or provisions indicated on authorisations or other regulatory documents, etc.



## **CHAPTER 4 MAINTENANCE OF CERTIFICATION**

### **4.2**

As well as what is stated in point 4.2 of the General Rules for the Certification of Management Systems, the organisation must keep records of:

- energy aspects,
- energy-saving opportunities,
- processes ongoing with the energy and gas agency (for example: request for energy efficiency credits/white certificates)

and must make them available to RINA.

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

## **CHAPTER 6 MANAGEMENT OF CERTIFICATES OF CONFORMITY**

### **6.1**

As well as what is stated in point 6.1 of the General Rules for the Certification of Management Systems, the certificate clearly indicates any activities performed in the site/s subject to certification that are excluded from the scope of the Energy Management System.

## **CHAPTER 8 SPECIAL PROCEDURES FOR MULTI-SITE ORGANISATIONS**

### **8.1**

As well as what is stated in point 8.1 of the General Rules for the Certification of Management Systems, also the following activities are to be managed by the organisation's head office:

- management of energy site analyses;
- related identification of the significant energy aspects.



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