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|  | **Request for Quotation Energy Management****ISO 50001 / I.S. 399 / SEAI EXEED** |
| **Name of Organisation** |       |
| **Address** |       |
|       |
| **Contact Name** |       | **Function:**       |
| **Telephone number** |       | **e-mail:**       |
| **Direct dial number** |       | **Web address:** |  |
| **Application Applies to** | [ ]  ISO 50001 [ ]  SEAI Exeed Designed [ ]  SEAI Exeed Verified  [ ]  SEAI Exeed Managed [ ]  I.S. 399 |
| Is the organisation certified to other management schemes? *(please indicate):* |
| ISO 9001 Quality | [ ]  | ISO 14001 Environment | [ ]  | OHSAS 18001 OH&S | [ ]  |
| Other (Please specify):- |
| Integrated Management System in place? | Yes | [ ]  | No | [ ]  |
| Level of integration *(please specify)* |  |
| ***Information for quotation / application purposes*** |
| Nature of Business / Scope of Certification |       |
| If you outsource any process(s) please specify |       | Transfer from other certification body | Yes | [ ]  | No | [ ]  |
| (Exeed) Asset to be certified |       |
| Company activities **excluded** from application (if any) |       |
| **Please state the number of personnel in the following categories who materially impact the EnMS.**  |
| Job Title / Category | Management Representative | Top Management | Energy Management Team | Person(s) Responsible for changes effecting energy performance | Person(s) responsible for effectiveness of EnMS | Working on Energy Related site / field activities: | Person(s) responsible for developing, implementing or maintaining energy performance improvements, including objectives, targets and action plans. |
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| Annual Energy Consumption.       | No. Energy Sources       |
| No. Significant energy uses.       | Date request submitted to NSAI:       |
| *Completed forms may be posted to Certification, NSAI, 1 Swift Square, Northwood, Santry, Dublin 9* *or Email to:* *patricia.walsh@nsai.ie* |
| OFFICE USE ONLY | IAF:       | EMS/EnMS/OHSAS Complexity:       |

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| ***For Multisite certification please complete a form for each site.****Information for multisite quotation / application purposes* |

**Multi-site Certification Notes**

The processes related to the significant energy uses and energy consumption at the site shall be substantially the same or organised into similar subsets that are operated using similar methods or processes. Where some of the sites under consideration have similar but fewer processes than others they may be eligible for inclusion under the multi-site certification providing that the sites which conduct the most energy intensive processes are subject to more frequent audits. The energy performance of the sites can be considered independently or as a whole.

The EnMS shall be under a centrally controlled and administered planning process and be subject to central management review and shall have completed one management review prior to the NSAI starting its audit. The relevant sites (including central administration function) shall be subject to the centrally managed internal audit program prior to the NSAI starting its audit.

It shall be demonstrated that the central office has established an EnMS and that the whole organisation under the scope of the EnMS audit meets the requirements of the EnMS.

The central office shall demonstrate its ability to collect and analyse data from all sites included in the scope and boundaries. In order to be eligible for sampling, the following requirements shall be met and applied to the central office.

**Step 1 - Application Step 3 – Stage 2 Assessment**

Registration assessment by NSAI audit team

Company implements system

Application assigned to Lead Auditor

Grant of registration

Acceptable response to NSAI

(cause, correction and corrective action)

Application made to NSAI

Request to NSAI for quotation

Quotation sent

Corrective action required before recommendation for registration?

Findings reported at close of audit

Certificate of registration issued

Application assessed by Lead Auditor (Document Review)

**Step 2 – Stage 1 Assessment Step 4 - Certification**

Listed on NSAI website

Liaison with applicant on issues arising (if any)

Ongoing assessment

Dates agreed for preliminary or registration assessment

Continual improvement

3On-site preliminary assessment audit

[[1]](#footnote-1)

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| For information on purchasing standards please visit [www.standards.ie](http://www.standards.ie) or purchase direct by contacting 01- 857 6730 / 31 or email: info@standards.ie |

1. *if applicable* [↑](#footnote-ref-1)