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A complete editable documented Information package (EnMS manual, Procedures, forms, exhibits, energy management plan, audit checklist, Standard Operating procedures etc.)

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Chapter-1.0 CONTENTS OF ISO 50001:2018 DOCUMENT KIT
(More than 75 document files)

A. The Total Editable Document kit has 8 main directories as below:

Sr. No.	List of Directory	Details of Documents
1.	**EnMS Manual**	**13 Files in MS-Word**
2.	**Procedures**	**14 Procedures in MS-Word**
3.	**Exhibits**	**04 Exhibits in MS-Word**
4.	**Standard Operating Procedures**	**13 SOPs in MS-Word**
5.	**Blank Formats /Templates to retain documented information** **Name of departments**	**31 Blank formats in MS-Word / Excel**
	Energy Management System (EnMS)	11 Formats in MS-Word / Excel
	Purchase (PUR)	04 Formats in MS-Word
	System (SYS)	11 Formats in MS-Word
	Training (TRG)	05 Formats in MS-Word
6.	**Filled Sample Energy Management Plan (EnMP)**	**04 Energy Management Plans in MS-Word**
7.	**ISO 50001:2018 Audit Checklist**	**More than 500 questions**
8.	**Sample Risk Assessment sheet**	**01 File in MS-Excel**

Total 75 files in editable form for Quick Download by e-delivery

B. Documented information package: -

Our document kit comprises sample documents required for ISO 50001:2018 certification as listed below. **All documents are in MS-Word format and you can edit it.** You can do changes as per your company needs and **within few days your entire documents** with all necessary system requirements can be made ready. In the revised ISO 50001:2018, at few places, documented information are required. But for making better system, we have provided many templates from which a user can select to make own system with minor changes. Now, ISO 50001:2018 standard is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

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1. **Maintain documented information Scope, EnMS Manual, SOPs etc.)**
2. **Retain documented information (Forms - templates)**

Under this directory, further files are made in the word document as per the details listed below which you can edit it. All the documents are related to manufacturing / process industry.

1. EnMS Manual (10 Chapters and 3 Annexure):

It covers sample copy of EnMS manual and clause-wise details on how ISO 50001:2018 systems are implemented. It covers the context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirement from 4 to 10 of ISO 50001:2018 on how it is implemented in the organization. It covers ISO 50001:2018 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO 50001 for implementation. It covers sample copy of EnMS manual and clause-wise details on how ISO 50001 systems are implemented.

(A) Table of Contents

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Chapter No.	Subject	Page No.	ISO 50001:2018 Clause Reference
6.	**Planning**	1 – 5	6.0 6.1 6.2 6.3 6.4 6.5 6.6
	Action to address risks and opportunities		
	Objectives, energy targets and planning to achieve them		
	Energy review		
	Energy performance indicators		
	Energy baseline		
	Planning for collection of energy data		
7.	**Support**	1 – 5	7.0 7.1 7.2 7.3
	Resources		
	Competence		
	Awareness		
	Communication	1 – 5	7.4 7.5
	Documented information		
8.	**Operation**	1 – 2	8.0 8.1 8.2 8.3
	Operational planning and control		
	Design		
	Procurement		
9.	**Performance evaluation**	1 – 4	9.0 9.1 9.2 9.3
	Monitoring, measurement, analysis and evaluation of energy performance and the EnMS		
	Internal audit		
	Management review		
10.	**Improvement**	1 – 2	10.0 10.1 10.2
	Nonconformity and corrective action		
	Continual improvement		
Annexure			
ANX–I	List of Documented information	1 – 1	==============
ANX–II	Glossary of terms	1 – 1	==============
ANX–III	Organization structure	1 – 1	==============
ANX–IV	Document Codification System		

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2. Procedures (14 procedures):

It covers a sample copy of mandatory procedures as per ISO 50001:2018 covering all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided is as below.

List of Procedures

1. Procedure for Energy review and assessment for significant energy use
2. Procedure for Identification of legal requirements
3. Procedure for Energy baseline, energy performance indicators, energy objectives and targets
4. Procedure for Energy management action plan
5. Procedure for Energy management system communication
6. Procedure for Operational control
7. Procedure for Design and procurement
8. Procedure for Monitoring, measurement, analysis and evaluation
9. Procedure for EnMS non-conformance and corrective action
10. Procedure for Document and data control.
11. Procedure for Energy management internal audit.
12. Procedure for Management review.
13. Procedure for Competence, awareness and training
14. Procedure for Risk management

3. Exhibits (04 Exhibits)

It covers skill requirements, objective plan, operational control plan related documents.

List of Exhibits

1. Skill Requirements for Energy Management System
2. Objectives and targets – EnMS Objective Plan
3. Energy management system operational control plan
4. Operational control plan for DG set and pump

4. Standard Operating Procedures (13 SOPs)

It covers standard operating procedures for energy management system. It is useful for process control and establishes an effective energy management system. It covers do's and don'ts for the entire main and critical processes and details as per the list given below. It helps any organization in process mapping as well as preparing the standard operating procedures for their own organization.

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List of SOPs

1. SOP for Control and implementation of energy management system
2. SOP for Energy loss incident reporting, investigation and analysis
3. SOP for General follow–up
4. SOP for Workshop and maintenance activities
5. SOP for Energy saving by glass wool control
6. SOP for Plant shutdown and startup
7. SOP for Follow–up of EnMS requirements at project / expansion stage
8. SOP for Emergency plant shutdown
9. SOP for Operating lighting equipment
10. SOP for Operating office, shop & miscellaneous equipment
11. SOP for Lighting
12. SOP for Electric power and distribution
13. SOP for Best practices – process heat best practices

5. Blank sample formats for all the departments (31 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given area guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 31 blank formats are provided as per the list given below.

List of blank formats

1.	Corrective and preventive action report	17.	Change note
2.	Energy management system planning form	18.	Calibration status of instrument
3.	Initial energy review of prioritization of significant energy use, its impact and feasibility analysis	19.	Master list of records
4.	Energy management system action plan progress monitoring report	20.	Earthing pit maintenance report
5.	Energy loss and bad work practice observation report	21.	Energy management system audit plan / schedule
6.	Energy management system incident / nonconformity investigation report	22.	Internal audit non–conformity report (EnMS)
7.	Energy and safety management system inspection check list	23.	Clause wise document wise audit review report – energy management system
8.	Work permit report	24.	Significant energy use areas monitoring report
9.	Energy management system objectives and target review	25.	List of licenses / certificates
10.	EnMS communication register	26.	Housekeeping checking report
11.	Energy management system non-conforming work register	27.	Training calendar
12.	Purchase order	28.	Training need cum records sheet
13.	Indent and incoming inspection record	29.	Induction training report

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14.	Approved vendor list cum open purchase order	30.	Job description and specification
15.	Supplier registration form	31.	Skill matrix
16.	Master list and distribution list of documents		

6. Filled Sample Energy Management Plan (04 EnMP)

It covers a sample copy of filled sample energy management plan as per the list given below.

List of sample filled EnMPs

1. To improve the power factor and to achieve the power factor of 0.96 for effective utilization of power.

2. To identify the electrical motors having poor performance as targeted and to replace or modify the same for improving the motor performance.

3. To identify improper earth pits and to do re–conditioning of earth pits to save loss of energy due to improper earthing.

4. To prevent the risk of any kind of environment, health and safety due to improper housekeeping by implementation of "5S" Housekeeping system

7. ISO 50001:2018 audit questionnaire (more than 500 questions).

This covers audit questions based on the ISO 50001:2018 requirements for each department as per the list of departments given below. It will be a very good tool for the auditors to make Audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 500 questions are prepared on the basis of ISO 50001:2018. It can be logically used for auditing during internal audit for ISO 50001:2018 to establish proper audit trail.

8. Sample risk assessment sheet

The ready-to-use risk template in editable form is given to prepare the risk document for the organization. It is given in an excel format and can be used as a template.

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Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our ready-made training and editable document kit helps the client in making their documents with ease and makes them comply with the related ISO standard faster.**

1. Our promoters and engineers have experience in providing management training, ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
4. We, also, suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man years) in the preparation of ISO documents and training slides.

Global Manager Group is committed for:
1. Personal involvement & commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware: -

- Our document kit can be better performed with the help of P3 and above computers with a minimum of 10 GB hard disk space.

- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

B. Software: -

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP

3.2 Features of Documentation kit: -

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.

- The documents are written in easy to understand English language.

- It will save much time in typing and preparing your documents at your own.

- The kit is user-friendly to adopt and easy to learn.

- The kit content is developed under the guidance of experienced experts.

- The kit provides a model of the Management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents.

2. The kit takes care of all the sections and sub-sections of ISO standard and helps you to establish better system.

3. The document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry requirements and create their own ISO documents for their organization.

4. It will save much of the time and cost in document preparation.

5. You will get a better control in your system due to our proven formats.

6. You will also get a better control in your system due to our proven documents and templates developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.

7. Our products are highly sold across the globe and are used by many multinational companies. They have provided a total customer satisfaction as well as experienced value for money.

8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.

9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of the purchase, we provide a user name and password to download the product from our FTP server. Hence, we provide an instant online delivery of our products to the user by sending an email of user name and password.

For Purchase Click Here ➡ BUY

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