

# 8 STEP ENERGY ACTION PLAN (EAP) CHECKLIST

An energy action plan is a document that outlines specific actions and strategies that a business, organisation, or government agency can take to reduce energy consumption and increase the use of renewable energy sources. The goal of an energy action plan is to improve energy efficiency, reduce energy costs, and reduce greenhouse gas emissions.

Your Energy Action Plan should include goals and targets for energy reduction, a time-line for implementing the actions, a budget for implementing the actions, and a plan for monitoring and evaluating the effectiveness of the actions.

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## Set Up An Energy Team

The Energy Team should include members from all levels of the organisation, including stakeholders. The Energy Team should be lead by the Energy Manager who would be accountable for monitoring the progress towards the organisation's energy reduction targets.

2

## Identify Responsibilities

To effectively implement an Energy Management Policy, responsibilities for reaching energy consumption targets must be divided between multiple people in the organisation - not one individual. Resources, including time, must be made available for a positive outcome.

3

## Identify Opportunities

An initial discovery session should be conducted to establish a high-level view of current opportunities for energy savings and to prioritise the Energy Hierarchy for sustainable consumption.

4

## Establish Quick Wins

From the high-level survey, establishing quick, cost-free wins will be key to making fast changes and attaining early wins, elevating progress to energy reduction targets.



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Protecting people and planet



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## Raise Awareness

The Energy Action Plan should be developed in line with the Energy Management Policy (which you can find out more about [here](#)). These should be published and promoted to your team, clients and suppliers to raise awareness of the organisation's commitment to reducing energy usage where possible.

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## Record/Monitor/Analyse Energy Data

Regular meter readings (manual and automated) will need to be gathered (daily weekly and monthly) in order to establish peaks and troughs of energy consumption.

From the peaks and troughs data, determine the reasons for increased energy usage and how saving can be made in line with trough periods. Establish wastage data comparatively to baseline levels. Identify problem areas and take action to reduce energy consumption.

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## Specify Reduction Energy Consumption Targets

Detail clear short and long term targets that are both challenging and viable for your organisation. These targets should be applicable to all areas of the business including; operations, procurement, finance and management departments.

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## Outline Review Requirements

Commit to a review schedule to assess progress against targets and pre-determined time-lines. Consider earlier re-assessment if refurbishment works take place.



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