

Energy Reduction and Renewable Options Plan

Plan / template | ENV-PLN-003

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Title	Energy Reduction and Renewable Options Plan
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Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
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Effective date	{{document.effective_date}}
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Replaces	None (new document)
Standards and criteria supported	Standard 2C, criterion 2C.5
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. List the reduction steps, owners, dates and expected savings.
2. Record the renewable option assessment each year.
3. Review the plan quarterly.

Stop and get help straight away if: the plan has no owner or no step in the last quarter.

1. Purpose

To set and track the concrete steps to reduce energy use and fossil fuel reliance safely [E-006, EC].

2. Scope

Applies to	Energy lead, facilities manager, chief executive
Locations	The whole facility
When	Reviewed quarterly; renewable assessment yearly
Does not apply to	Safety-critical systems, which are not reduced (ENV-SOP-006)

3. Definitions and abbreviations

Term	Meaning in this SOP
Feasibility	Whether an option is technically, financially and safely workable in this facility

4. Background and rationale

A written plan with owners makes the energy steps happen. The renewable assessment shows the facility has looked at alternatives.

5. Responsibilities

Role	Duties in this SOP	Competence needed
Energy lead	Keeps the plan and reports progress	Energy management (EC)
Chief executive	Approves investments	Executive

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Plan table	Current	Reviewed quarterly

7. Safety and infection prevention

- No step may reduce safety-critical services.

8. Before you start

- Review the last quarter energy record.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	List the steps.	List each step: action, owner, due date, expected saving and status.	Each step needs an owner.
2	Assess renewables.	- Assess each renewable option yearly: feasibility, cost, payback, safety and planning permission. - Record the decision.	A recorded decision not to proceed is still evidence.
3	Review quarterly.	- Review each step and its effect each quarter. - Close steps only when the effect is seen in the meter readings.	Closure needs evidence from the meters.

Decision points

- If a step has no effect after two quarters, replace it.

10. Special situations

Situation	What to do
Major works	Include the energy effect in the works plan.

11. Problems and escalation

- Investment decisions go to the chief executive.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Plan reviewed each quarter	100%	Quarterly	Energy lead	Escalate
Renewable assessment done each year	Yes	Yearly	Chief executive	Escalate to governing body

13. Records

Record	Where it is kept	Kept for
Plan and assessment records	Governance file	{{facility.records_retention_years}} years

14. Training and competence

- Energy lead is trained in basic energy management (EC).

15. Related documents

ID	Title	Relationship
ENV-SOP-006	Energy Use Monitoring and Reduction	Procedure
ENV-FRM-008	Monthly Energy Use Record	Data source

16. Evidence

ID	Source and status
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus. Renewable options depend on local conditions.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee