

Energy Use Monitoring and Reduction

Standard operating procedure (SOP) | ENV-SOP-006

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Title	Energy Use Monitoring and Reduction
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Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	Adapts ASF Policy 09 (environmental sustainability)
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. Read each energy meter (electricity, gas, fuel) monthly and record by source.
2. Compare with the same month last year and with the target.
3. Act on the largest users first.
4. Explore a renewable option each year and record the feasibility.
5. Never reduce ventilation, cooling or heating that keeps patients safe.

Stop and get help straight away if: a meter is not read for a month, or a safety system is switched off to save energy.

1. Purpose

To monitor the facility energy use by source, and to take concrete, safe steps away from fossil fuel reliance where practical [E-006, EC].

2. Scope

Applies to	Facilities team, energy lead, chief executive
Locations	All meters and energy systems at {{facility.legal_name}}
When	Monthly reading; quarterly review; yearly feasibility review
Does not apply to	Carbon footprint method, covered by ENV-SOP-007

3. Definitions and abbreviations

Term	Meaning in this SOP
Energy source	Electricity, natural gas, diesel, or any other fuel used
Renewable option	Solar, or a supply contract with renewable electricity, where available

4. Background and rationale

A facility that does not measure energy cannot reduce it. Criterion 2C.5 asks for monitoring by source, and concrete steps toward less fossil fuel use where practical.

5. Responsibilities

Role	Duties in this SOP	Competence needed
Facilities manager	Owns the meters and the monthly record	Facilities engineering
Energy lead (named by facilities manager)	Runs the reduction plan and the feasibility review	Energy management (EC)
Chief executive	Approves the plan and any investment	Executive

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Meters for electricity, gas and fuel	Working and labelled by area	Read monthly
Monthly energy record (ENV-FRM-008)	Current	Completed monthly
Reduction plan (ENV-PLN-003)	Current	Reviewed yearly

7. Safety and infection prevention

- Do not switch off or reduce ventilation, air filtration, sterilisation, medical gases, refrigeration or life-support systems to save energy.
- Changes to electrical or gas systems are done by qualified staff only.

8. Before you start

- Check the meters are readable and labelled.

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	Read the meters.	- Read each meter on the same day each month. - Record the reading by source and area on ENV-FRM-008.	A consistent reading day makes the trend reliable.
2	Compare and analyse.	- Compare each month with the same month last year and with the target. - Identify the top three users or areas.	Look for the largest users first.
3	Act on the largest sources.	- Agree at least one concrete step per quarter, such as lighting controls, timers, insulation repairs or equipment shut-down outside use, where safe. - Record the action and its effect on ENV-PLN-003.	Concrete steps are the evidence of a move.
4	Assess renewable options yearly.	- Each year, assess the feasibility of renewable options: on-site solar, a renewable electricity contract, or others. - Record the assessment, cost and decision.	Even a decision not to proceed, with the reason, meets the criterion.
5	Report.	Include energy use and trend in the quarterly governance report (ENV-FRM-003).	Reporting keeps energy on the agenda.

Decision points

- If use rises for two months without a reason, the energy lead investigates within 14 days.

10. Special situations

Situation	What to do
Power failure or generator use	Record the fuel used by the generator as a separate source.

11. Problems and escalation

- Safety conflicts with energy saving are referred to the chief executive at once. Safety prevails.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Monthly readings recorded for each source (12 months)	100%	Monthly	Facilities manager	Escalate to chief executive
Concrete reduction step each quarter	100%	Quarterly	Energy lead	Escalate to governing body
Renewable option assessed each year	Yes	Yearly	Chief executive	Escalate

13. Records

Record	Where it is kept	Kept for
ENV-FRM-008 Monthly Energy Use Record	Facilities file	{{facility.records_retention_years}} years
ENV-PLN-003 Energy Reduction and Renewable Options Plan	Governance file	{{facility.records_retention_years}} years

14. Training and competence

- Facilities staff are trained in meter reading and monitoring (EC).

15. Related documents

ID	Title	Relationship
ENV-FRM-008	Monthly Energy Use Record	Used in step 1
ENV-PLN-003	Energy Reduction and Renewable Options Plan	Used in steps 3 and 4
ENV-FRM-003	Sustainability Progress Report	Quarterly report

16. Evidence

ID	Source and status
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus. Energy targets and renewable options are EC and facility decisions.

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.effec}}	First version	Approved by the ASF

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