Plan / template · ENV-PLN-003 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2C.5

At a glance

- List the reduction steps, owners, dates and expected savings.
- Record the renewable option assessment each year.
- 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

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

4. Background

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

5. Responsibilities

Role	Responsibility	Competence
Energy lead	Keeps the plan and reports progress	Energy management (EC)
Chief executive	Approves investments	Executive

6. Materials and equipment

Item	Requirement	Condition
Plan table	Current	Reviewed quarterly

7. Safety

- No step may reduce safety-critical services.

8. Before you start

- Review the last quarter energy record.

9. Procedure

Step 1. List the steps.

- List each step: action, owner, due date, expected saving and status.

Key point: Each step needs an owner.

Step 2. Assess renewables.

- Assess each renewable option yearly: feasibility, cost, payback, safety and planning permission.
- Record the decision.

Key point: A recorded decision not to proceed is still evidence.

Step 3. Review quarterly.

- Review each step and its effect each quarter.
- Close steps only when the effect is seen in the meter readings.

Key point: Closure needs evidence from the meters.

10. Decision points

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

11. Special situations

Situation	Action
Major works	Include the energy effect in the works plan.

12. Escalation

- Investment decisions go to the chief executive.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Plan reviewed each quarter	100%	Quarterly	Energy lead	Escalate
Renewable assessment done each year	Yes	Yearly	Chief executive	Escalate to governing body

14. Records

Record	Kept in	Retention
Plan and assessment records	Governance file	the period set by the facility’s records policy years

15. Training

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

16. Related documents

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

17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus. Renewable options depend on local conditions.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

E-learning for this document

- **Environmental Sustainability Standards for ASF Accreditation** (ENV-001)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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Related standard

- **Standard 2: Governance and Safety Culture**

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