Standard operating procedure (SOP) · ENV-SOP-006 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2C.5

At a glance

- Read each energy meter (electricity, gas, fuel) monthly and record by source.
- Compare with the same month last year and with the target.
- Act on the largest users first.
- Explore a renewable option each year and record the feasibility.
- 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 the facility
When	Monthly reading; quarterly review; yearly feasibility review
Does not apply to	Carbon footprint method, covered by ENV-SOP-007

3. Definitions

Term	Meaning
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

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	Responsibility	Competence
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. Materials and equipment

Item	Requirement	Condition
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

- 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

Step 1. Read the meters.

- Read each meter on the same day each month.
- Record the reading by source and area on ENV-FRM-008.

Key point: A consistent reading day makes the trend reliable.

Step 2. Compare and analyse.

- Compare each month with the same month last year and with the target.
- Identify the top three users or areas.

Key point: Look for the largest users first.

Step 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.

Key point: Concrete steps are the evidence of a move.

Step 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.

Key point: Even a decision not to proceed, with the reason, meets the criterion.

Step 5. Report.

- Include energy use and trend in the quarterly governance report (ENV-FRM-003).

Key point: Reporting keeps energy on the agenda.

10. Decision points

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

11. Special situations

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

12. Escalation

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

13. Monitoring

Measure	Target	Frequency	Owner	If not met
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

14. Records

Record	Kept in	Retention
ENV-FRM-008 Monthly Energy Use Record	Facilities file	the period set by the facility’s records policy years
ENV-PLN-003 Energy Reduction and Renewable Options Plan	Governance file	the period set by the facility’s records policy years

15. Training

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

16. Related documents

ID	Title	Use

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

17. Evidence

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

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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