

EnMS Case Study Form

You need to submit one (1) Energy Management Systems (EnMS) Case Study annually, noting that the submitted **EnMS Case Study Form** must qualify as an EnMS under Part C, Section 1 of the EEC Professional Certifications Certified EnMS Advisor Sub-Rules:

1. Definition of an EnMS

- 1.1. An EnMS establishes a systematic approach to energy management. This includes energy strategy development, energy management planning, implementation of plans, and ongoing monitoring and continuous improvement.
- 1.2. A Certified EnMS Advisor is an individual with the knowledge and skills to effectively engage, advise and support a business with establishing and sustaining an effective EnMS.

The requirements for case studies differ for the two levels of the certification:

Certified EnMS Advisor requirements	Certified EnMS Advisor at the Advanced level requirements
The case study must display at least four of the key elements of an EnMS as listed below.	The case study must display all seven key elements of an EnMS as listed below.

Key elements of an EnMS:

1. Gap analysis/energy diagnostic;
2. Development of an energy policy;
3. Establishment of energy performance indicators (EnPIs);
4. Establishment and/or development of an energy management team;
5. Development of an action plan that is being implemented;
6. Deployment of support mechanisms including training and engagement; and
7. Incorporation of energy considerations into purchasing policies.

Candidate name:

Certification number:

Date of submission:

Section 1: Project details

Project Name:			
Client name		Key client contact	
Client address		Site scope	Choose an item.
Sector	Choose an item.	Location	Choose an item.
Project description (max 300 words)			
Key elements of an EnMS	Implemented	Authorized by Certified Professional	
Gap analysis/energy diagnostic	<input type="checkbox"/>	<input type="checkbox"/>	
Development of an energy policy	<input type="checkbox"/>	<input type="checkbox"/>	
Establishment of energy performance indicators (EnPIs)	<input type="checkbox"/>	<input type="checkbox"/>	
Establishment and/or development of an energy management team	<input type="checkbox"/>	<input type="checkbox"/>	
Development of an action plan that is being implemented	<input type="checkbox"/>	<input type="checkbox"/>	
Deployment of support mechanisms including training and engagement	<input type="checkbox"/>	<input type="checkbox"/>	
Incorporation of energy considerations into purchasing policies	<input type="checkbox"/>	<input type="checkbox"/>	
Objectives	Project timeline		
Client reference (if different from key client reference; may be contacted)	Name		
	Phone number		

Section 2: Project outcomes

Reflect on the project in your own words, highlighting what went well, what challenges or barriers you encountered, and what lessons you learned from the project.

<p>Solutions (max 150 words) e.g. Resources, technologies, guidance tools, audits, coaching etc</p>	<p>Other outcomes (max 150 words) Provide information on any non-energy related outcomes of the project including:</p> <ul style="list-style-type: none"> • Economic; • Behavioural changes; and • Improved amenity.
<p>Challenges faced (max 150 words) Provide an overview of any project or client specific challenges you faced during this project.</p>	<p>Key takeaways (max 150 words) Provide an overview of the lessons you learned on this project, including what worked well.</p>

Section 3: Showcase information

In order for your case study to be utilised for marketing and promotional purposes such as on the EEC Professional Certifications Framework website and other platforms, complete this section. If you do not wish for this case study to be made publicly available this section is not required.

Client Testimonial (Max 150 words)	Contact (if different from client reference in Section 1)	
	Name	
	Phone number	
Client consent received for project details to be featured on EEC Professional Certifications Framework website	<input type="checkbox"/> (office only)	

Photographs: attach three (3) photographs from your project at a maximum of 1MB each.

- Photographs of the project team are preferred;
- Photographs of the project in progress are also suitable.

Sensitive information: highlight any sensitive information in Sections 1 & 2 that you do not wish to have included in the promotional showcase.

Declaration

I [_____] declare that the information I have provided on this form is true and correct.

- I understand that members of the Assessment Panel or Secretariat may take steps to verify this information by contacting current or former employers, clients or other third parties.
- I consent to the information provided in this form, and any supporting documentation, being used for administration, assessment and associated activities set out in the EEC Professional Certifications Framework Rules.
- I have read the EEC Professional Certifications Framework's *Code of Conduct* and *Terms and Conditions* and understand that falsifying the information on this form would be a breach of my obligations and could result in suspension or revocation of my certification.

Signed: _____ Date: _____