

Format for Internal Audit Schedule by Function—Commercial Building Example

Note: Below is an example format for an annual Internal Audit Schedule by department/function. This format is designed to capture the auditing of all EnMS processes and energy performance improvements across all relevant departments/functions. The schedule would be completed by listing all EnMS processes (based on ISO 50001 requirements) in the first column and all departments/functions within the scope of the EnMS at the top of the other columns. Then specific audit dates would be entered in the body of cells within the table, as appropriate. Determining who gets audited on what is straightforward for some EnMS processes and requirements. For example, top management and the management representative are audited on the EnMS processes for management responsibility and management review, while everyone is audited on awareness of the energy policy. Who is audited on some of the other EnMS processes and requirements depends on the specific details of the organization’s EnMS—for example, the specifics of the organization’s significant energy uses, energy objectives, energy targets, energy management action plans, and assigned EnMS responsibilities.

EnMS Internal Audit Schedule: [Year]		Prepared by:						Initial Issue Date:							
								Update Date(s):							
EnMS Process & Performance	Function/Area														
	Top Mgt	Energy Mgt. Rep.	Facilities/ Maintenance	Property Manager/ Tenant Services	Leasing	Operations Manager	Admin/ Office	Information Technology	Accounting	Construction Management	On-Site Contractors				
Management responsibility; Management review															
Energy policy															
Energy planning															
Energy performance improvement															
etc...															
etc...															