

FAQ for site list

1	Notes on site information.....	1
2	Notes on the scope of application	2
3	Notes on information provided on employees.....	2
4	Notes on information for EnMS/ISO 50001	3
5	Notes on specifications for SGA-MS/ISO 45001 (OHS).....	4

1 Notes on site information

Example Information on sites:

Company / Site name	Street and number	ZIP	Place	Country
<i>Example company / example site</i>	<i>Sample street 10</i>	<i>12555</i>	<i>Berlin</i>	<i>Germany</i>

1.1 What is a **site**?

See [Instruction sheet multi site \(AA152EN\)](#) 2. definitions

Please enter company headquarters as well as other locations, branches and, if applicable, consumption points. Please also indicate auxiliary locations (e.g. warehouse).

1.2 What is a **temporary site**?

See [Instruction sheet multi site \(AA152EN\)](#) 2. definitions

Example: *Harvesting sites are only used temporarily during the harvesting season.*

1.3 What is a **virtual site**?

See [Instruction sheet multi site \(AA152EN\)](#) 2. definitions

1.4 What should I bear in mind in case of **different legal entities**?

Please list each legal entity, i. e. company name, individually. Please enter the company name and, if applicable, the name of the site, the branch, or the name of the consumption points in the list of sites. The certification of an organisation with several legal entities does not necessarily have to include several sites.

If several legal entities are to be included in a certification procedure, we require evidence from your company that the criteria for uniform organisations are met.

See criteria for unified organisations in [Instruction sheet multi site \(AA152EN\)](#).

2 Notes on the scope of application

Example Information on the scope of application:

Company / Site name	Scope of certification	Outsourced processes
Example company / example site	Production of combustion engines and turbines	Logistics

2.1 What is the **scope of** certification?

The activities that your company carries out are certified and mentioned on the certificate. Internal services such as accounting cannot be certified.

The activities of the company in the overall scope of certification result from the activities of the individual sites. The scope can be specified in the audit.

2.2 What is meant by **outsourced processes**?

Outsourced activities or processes are activities that are outsourced by your company to other companies and are therefore not within the scope of certification.

Example: *logistics, packaging*

3 Notes on information provided on employees

Example details on employees:

Company / Site name	Employees (EE) - total	shift workers	EE 30h	EE 450€/ 20h/ apprentices/ Leased EE	Driver/ unlearned EE
Example company / example site	50	5	3	7	6

3.1 Which **information on employees** is required?

As a basis for the audit times, we need information about the full-time employees (FTE - Full Time Equivalent) in your company. We calculate this on the basis of the information you provide:

Total employees (EE): Total number of employees at the site, within the scope of the certification.

- ▶ Of which EE work in shifts: Number of shift workers (100%)
- ▶ Of which EE 30h: Number of employees in part-time 30 h (80%)
- ▶ Of which employees in 450€ jobs/ 20h/ apprentices / leased workers (50%)
- ▶ Vehicle drivers or unlearned workers: Number of employees (33%) e.g. assembly line personnel

FTE Calculator					
Calculated FTE	Total Employees	Shift Workers	30h	20h	Drivers / Unlearned
		75%	80%	50%	33%
38,89	50	7	5	6	8

4 Notes on information for EnMS/ISO 50001

Example of specifications for EnMS/ISO 50001:

Company / Site name	EnMS			
	Number of EnMS effective personnel	Energy consumption [GWh/a]*	Energy source	Number of significant energy uses (SEU)
Example company / example site	5	5.00 GWh/a	2 (total) 1. Electricity: 3.7 GWh/a 2. Gas: 1.3 GWh/a	7 (total) 1. energy generation 2. heat generation 3. cold generation 4. infrastructure (IT, etc.) 5. interlinked production lines 6. transport (e.g. vehicle fleet) 7. individual plants

*Caution please state the unit GWh (convert to GWh if necessary).

4.1 Which persons count as **effective EnMS personnel**?

The number of EnMS-effective personnel is audit time relevant. This may include:

- ▶ Members of the top management (senior management).
- ▶ Energy Officer (EnB) and members of the Energy Team (EnMS Team).
- ▶ Individuals responsible for significant changes that affect energy-related performance.
- ▶ Persons responsible for the effectiveness of the EnMS
- ▶ Individuals responsible for developing, achieving or maintaining improvements in energy-related performance, including strategic and operational objectives and action plans.
- ▶ Persons who are responsible for essential energy inputs.

4.2 What information is required for **significant energy uses (SEU)**?

We require the number and type of significant energy uses determined by your company at site level (SEU - Significant Energy Use).

Example: 7 total: 1. energy production, 2. heat production, 3. cooling production, 4. infrastructure (HVAC, IT, etc.), 5. interlinked production lines, 6. transport (e.g. vehicle fleet), 7. individual plants

Note ISO 50001 definition SEU: "SEUs can be facilities/sites, systems, processes or equipment."

4.3 What information is required for **energy source**?

Information is required on the energy sources with annual consumption in GWh/a at site level.

Example: 2 total: 1. electricity 3.7 GWh/a, 2. gas 1.3 GWh/a

4.4 What is a **consumption point**?

Points of delivery, points of consumption and points of withdrawal are included in the scope of your certification.

See [Instruction sheet multi site \(AA152EN\)](#) 2. definitions

For certification according to ISO 50001, municipal utilities or water associations shall send a list of delivery points in addition to the details of the central office.

Example: *sewage treatment plants, waterworks, hydropower plants, pumping stations, wind turbines, individual pumps, street lighting, etc.*

5 Notes on specifications for SGA-MS/ISO 45001 (OHS)

Example of indications for SGA-MS/ISO 45001:

SGA-MS/ ISO 45001		
Company / Site name	Additional OHS-personnel	BG-risk class
<i>Example company / example site</i>	<i>9</i>	<i>1.5</i>

5.1 Which persons are included in the additional **additional OHS-personnel**?

Number of additional personnel in the scope of the occupational health and safety (OHS) management system include, for example, contractors and subcontractors. It includes all personnel that represents a source of risk within the framework of the OHS management system. Approximate data in terms of Full Time Equivalents (FTE) on an annual average is sufficient here. In the case of seasonal operations (e.g. agriculture or tourism), please indicate the number at the peak of the season (and not as an annual average).

Example: *External maintenance teams are permanently working on the premises of your company, (hazardous) goods are delivered several times a day or inspections lasting several weeks are carried out with external personnel, or order peaks are carried out with temporary workers, etc.*