

ISO 50001:2018 Gap Analysis Template

Energy Management Systems | Downloadable Website Resource

Prepared by	Pacific Certifications
Resource Type	Website Downloadable PDF
Standard	ISO 50001:2018 - Energy Management Systems
Use	Internal readiness review, implementation planning and certification preparation

This resource is intended for educational and internal readiness purposes. It does not replace the official ISO 50001:2018 standard, legal energy requirements, regulatory obligations or a formal certification assessment. Organizations should use the applicable ISO standard text and their own operational context when completing the template.

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ISO 50001:2018 Gap Analysis Template

This gap analysis template helps organizations compare their current energy management practices against ISO 50001:2018 requirements and identify actions needed before certification readiness review.

How to use this document

Review each requirement area against existing policies, records, operational controls and energy performance evidence. Record the current status, identify gaps and assign actions with responsibility and target dates. For downloadable website use, the PDF can be paired with an application form, certification cost calculator and ISO 50001 service page CTA.

Rating	Meaning	Suggested Use
C	Conforming	Requirement appears implemented and supported by evidence.
PC	Partially Conforming	Some evidence exists, but implementation or records are incomplete.
NC	Nonconforming	Requirement is not effectively implemented or evidence is missing.
NA	Not Applicable	Requirement is not applicable; justification should be recorded.

Clause-wise Gap Analysis

Clause	Requirement Area	Gap Analysis Questions	Examples of Evidence	Current Status	Priority / Action
4.1	Organization and context	Have internal and external issues affecting energy performance and the EnMS been determined?	Context analysis, energy policy environment, facility profile, risks and opportunities	Not Started / Partial / Implemented	Define/update context and energy boundaries.
4.2	Interested parties	Are energy-related needs and compliance obligations of interested parties identified?	Regulatory register, utility requirements, customer requirements, landlord/tenant needs	Not Started / Partial / Implemented	Map interested parties and legal obligations.
4.3	Scope and boundaries	Is the EnMS scope clearly defined, including sites, activities, facilities and energy types?	Scope statement, boundary map, site list, energy source list	Not Started / Partial / Implemented	Confirm organizational and physical boundaries.
4.4	Energy management system	Has the organization established and maintained processes needed for the EnMS?	Process map, procedure list, responsibility matrix	Not Started / Partial / Implemented	Document EnMS process interactions.
5.1	Leadership and commitment	Does top management demonstrate accountability for the EnMS and energy performance improvement?	Management review minutes, objectives approval, resource approvals	Not Started / Partial / Implemented	Strengthen leadership evidence.
5.2	Energy policy	Is the energy policy appropriate, communicated and committed to continual improvement?	Approved energy policy, communication records, policy review records	Not Started / Partial / Implemented	Update and communicate policy.
5.3	Roles and responsibilities	Are EnMS roles, authorities and responsibilities assigned and understood?	Organization chart, EnMS appointment letters, job descriptions	Not Started / Partial / Implemented	Assign energy team and process owners.
6.1	Risks and opportunities	Are risks and opportunities that affect the EnMS and energy performance addressed?	Risk register, opportunity log, action plans	Not Started / Partial / Implemented	Integrate energy risk planning.
6.2	Objectives and energy targets	Are measurable energy objectives and targets established and planned?	Objectives register, EnPIs, action plans, responsible owners	Not Started / Partial / Implemented	Set measurable targets linked to SEUs.

Clause	Requirement Area	Gap Analysis Questions	Examples of Evidence	Current Status	Priority / Action
6.3	Energy review	Has an energy review identified energy use, consumption and significant energy uses?	Energy review report, metering data, load profiles, SEU analysis	Not Started / Partial / Implemented	Complete/update energy review.
6.4	Energy performance indicators	Are suitable EnPIs established for monitoring energy performance?	EnPI methodology, calculation sheets, monitoring dashboard	Not Started / Partial / Implemented	Define EnPIs for key activities.
6.5	Energy baseline	Has an energy baseline been established and adjusted when relevant variables change?	Baseline methodology, baseline data, adjustment records	Not Started / Partial / Implemented	Establish EnB and adjustment rules.
6.6	Planning for data collection	Is a plan in place for collecting energy data, relevant variables and operational criteria?	Metering plan, data collection responsibilities, calibration records	Not Started / Partial / Implemented	Create energy data collection plan.
7.1	Resources	Are sufficient resources provided for EnMS implementation and performance improvement?	Budget approvals, metering resources, personnel allocation	Not Started / Partial / Implemented	Identify resource gaps.
7.2	Competence	Are people performing work affecting energy performance competent?	Training records, competence criteria, evaluation records	Not Started / Partial / Implemented	Develop competence matrix.
7.3	Awareness	Are employees aware of energy policy, objectives and their contribution?	Awareness materials, attendance records, communication campaigns	Not Started / Partial / Implemented	Implement energy awareness program.
7.4	Communication	Are internal and external communications related to the EnMS controlled?	Communication procedure, notices, stakeholder communications	Not Started / Partial / Implemented	Define communication responsibilities.
7.5	Documented information	Is required EnMS documented information controlled and retained?	Document register, revision controls, record retention list	Not Started / Partial / Implemented	Improve document control evidence.
8.1	Operational planning and control	Are operations related to SEUs controlled under defined criteria?	Operational control procedures, checklists, SOPs, maintenance plans	Not Started / Partial / Implemented	Define operational control for SEUs.
8.2	Design	Is energy performance considered in design of new or modified facilities, equipment and processes?	Design review records, lifecycle energy criteria, project specifications	Not Started / Partial / Implemented	Add energy criteria to design reviews.
8.3	Procurement	Are energy performance requirements considered in procurement of energy services, products and equipment?	Procurement specs, supplier evaluations, purchasing records	Not Started / Partial / Implemented	Include energy criteria in purchasing.
9.1	Monitoring and analysis	Are energy performance and EnMS effectiveness monitored, measured and analyzed?	Monitoring plan, meter readings, trend charts, analysis reports	Not Started / Partial / Implemented	Strengthen analysis and reporting.
9.1.2	Evaluation of compliance	Are legal and other energy-related compliance obligations evaluated?	Compliance evaluation records, regulatory permits, corrective actions	Not Started / Partial / Implemented	Schedule compliance evaluations.
9.2	Internal audit	Are internal audits planned and conducted for EnMS conformity and effectiveness?	Internal audit program, reports, findings and closure records	Not Started / Partial / Implemented	Plan EnMS internal assessments.
9.3	Management review	Does top management review EnMS performance, EnPIs, objectives and opportunities?	Management review agenda, minutes, actions and decisions	Not Started / Partial / Implemented	Update review inputs and outputs.
10.1	Nonconformity and corrective action	Are nonconformities addressed with root cause and corrective action?	Corrective action register, investigation records, verification evidence	Not Started / Partial / Implemented	Improve corrective action tracking.
10.2	Continual improvement	Is the EnMS and energy performance continually improved?	Improvement plan, energy savings records, project results	Not Started / Partial / Implemented	Track continual improvement initiatives.

Action Planning Summary

Gap / Issue	Required Action	Responsible Person	Target Date	Completion Status

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