1. OBJECTIVE

The purpose of this procedure is to define the methods and responsibilities for carrying out energy management system certification activities in accordance with the ISO 50003 standard.

2. DEFINITIONS

EnYS : Energy management system.

EnYS active personnel : Individuals who actively contribute to meeting the requirements of an EnYS .

Note 1 – EnYS personnel contribute to fulfilling EnYS requirements within the scope and limits for identifying, implementing, and maintaining opportunities for improving energy performance .

Note 2 – The active personnel of the Energy Management System (EMS) have an impact on energy performance or the effectiveness of the EMS , and this may include contractors among the active personnel of the EMS .

Improved energy performance: An improvement in measurable results related to energy efficiency, energy use, or energy consumption compared to an energy benchmark.

HVAC (Heating) Ventilating and Air Conditioning : Systems that regulate and control heating, cooling, ventilation, and climate control, helping to provide ambient comfort.

CHP (Cogeneration) or combined heat and (Power): Cogeneration, or combined heat and power generation. These are systems where steam and electricity are produced together. In these systems, waste heat is utilized to increase energy efficiency and allow for greater energy utilization compared to conventional systems. Since energy is produced where it is consumed, it eliminates losses in transmission and distribution lines, providing uninterrupted and high-quality electricity supply without being affected by the grid.

IGCC (integrated) gasification combined Combined Cycle (Cycle): Integrated Gasification Combined Cycle. In solid fuel power plants using this cycle, solid fuels such as coal are converted into gas before being used. This substance, called syngas , is purified before combustion, ensuring that the amount of sulfur, nitrogen, and other particles produced after combustion is lower compared to conventional power plants.

3. RELATED DOCUMENTS

BQP.01 Certification Procedure
BQP.16 EnYS Audit Procedure
BQP.05 Document Control Procedure
BQP.06 Record Control Procedure
BQP.01 Certification Personnel Management Procedure
BQP.11 Appeal and Complaint Procedure
BQP.10 Personnel Training Procedure
BQP.07 Internal Audit Procedure
BQP.08 Management Review Procedure
BQP.09 Corrective Action Procedure
BQP.04 Procedure for Suspension and Withdrawal of Certification
BQF.101. EnYS Certification Application Control Form
ISO/IEC 17021-1

4. PRINCIPLES

The specifications given for ISO/IEC 17021-1 Clause 4 are applicable.

4. Features of the EnYS 4 Energy Management System Audit

Energy management systems enable an organization to adopt a systematic approach to ensuring the continuous improvement of energy performance, including energy efficiency, energy use, and energy consumption.

5. GENERAL TERMS AND CONDITIONS

The provisions given for ISO/IEC 17021-1 Clause 5 are valid, and the relevant practices are outlined in the Management System Manual. It is mentioned in his book.

6. STRUCTURAL REQUIREMENTS

The guidelines given for ISO/IEC 17021-1 Clause 6 are applicable, and the relevant practices are specified in the Management System Manual.

7. SOURCE REQUIREMENTS

The guidelines provided for ISO/IEC 17021-1 Clause 7 are applicable, and the relevant practices are specified in the Management System Manual, the Certification Personnel Management Procedure, and the Personnel Training Procedure.

8. INFORMATION REQUIREMENTS

The guidelines given for ISO/IEC 17021-1 Clause 8 are applicable, and the relevant practices are specified in the Management System Manual.

9. PROCESS REQUIREMENTS

9.1. Pre-Certification Activities

The guidelines given for ISO/IEC 17021-1 Clause 9.1 are applicable, and the relevant practices are specified in the Management System Manual and Certification Procedure.
To ensure accurate audit scheduling, organizations applying for EnYS certification are sent the BQF.101 EnYS Certification Application Control Form.

9.1 EnYS 5.2 Verification of the scope of certification

The organization to be certified must define the scope and boundaries of the EnYS (Environmental Safety Management System). ASCERT verifies the suitability of the scope and boundaries in each audit.

The scope of the certification should define the boundaries of the Energy Management System (EMS) , including activities, facilities, processes, and decisions related to the EMS . The scope may be the entirety of an organization with multiple sites, a location within an organization, or a sub-site(s) such as a building, facility, or process. When defining the boundaries, the organization should not exclude energy resources.

9.2. Planning Activities

The provisions of ISO/IEC 17021-1 Clause 9.2 apply, and the relevant practices are specified in the Management System Manual and Certification Procedure.

The technical areas for planning activities are given in the table below:

Technical field	Explanation	Examples	Typical energy usage
Light and medium industry	Manufacturing facilities that produce consumer intermediate products or finished products for the end user.	• Clothes • Consumer electronics • Electrical household appliances, furniture • Plastic products • Manufacturing • Specialty chemicals • Food processing • Water and wastewater treatment	Typical energy uses: • Process heat (electricity, natural gas, coal, or other sources) • Operation of machinery (pumps, fans, compressed air, material processing) • Steam systems • Small cooling towers • Other process uses • Building energy usage (lighting, HVAC, hot water, portable appliances)
Heavy industry	Manufacturing facilities that require high capital and consume large quantities of raw materials and energy.	• chemicals • Steel and other metals • Petroleum refining process • Shipbuilding • Pulp and paper production facilities • Industrial machines • Semiconductors • Cement and ceramics	Typical energy uses: • Process heat (electricity, natural gas, coal or other sources, raw materials, intermediates) • Process cooling and freezing. • Operation of machinery (pumps, fans, compressed air, material processing) • Turbines, condensers • Steam systems • Large cooling towers • Transport
Buildings	Standard commercial building facilities with applications	• Offices, bureaus • Accomodation • Retail • Warehouse	Typical energy uses: • Portable devices • Water heating • Lighting • Heating and cooling systems and associated fans. • Pump systems
Building complexes	Facilities where processes requiring specialized expertise are carried out due to the complexity of energy resources and energy uses.	• Healthcare facilities • Laboratories • Data centers • Educational campuses • Military and government sites with integrated energy supply (district heating and cooling) • Municipalities	Typical energy uses: • Central and district heating and cooling systems • Portable devices • Water heating • Lighting • Local HVAC • Compressed air, material handling systems. • Elevators/lifting equipment
Transport	Systems or devices for transporting people or goods/cargo.	• Passenger services (vehicles, trains, ships, airplanes) • Municipalities • Trucking services • Vehicle fleets • Rail operations • Cruise ship companies • Airlines, air cargo • Vehicle fleets	Typical energy uses: • Mobile energy uses • HVAC • Lighting • Portable devices • Material processing • Resources (fuel, electricity, coal, etc.)
Mining	Open pit mine mining operations,	• Mineral separation • Hydrometallurgy	Typical energy uses: • Extraction

Technical field	Explanation	Examples	Typical energy usage
	underground mining operations and fluid extraction with its management production and transportation of raw materials	• Smelting and refining • Oil and gas drilling operations • Gas and oil pipelines	• Transportation (loaders, trucks, and conveyor belts) • Operating the machines (water pumping, ventilation, turbines, fans) • Preparing the materials (crushing, grinding, separating) • Steam systems, condensers, and cooling towers.
Agriculture	Livestock farming, seeds or crop products	• Farming • Seed production • Transportation of materials • Animal production	Typical energy uses: • Extraction • Sources (fuel, electricity, natural gas, coal, etc.) • Renewable energy sources (biomass, solar, geothermal, etc.) • Transport • Engines • Machine operation (pumps, fans, material handling and conveying) • Pumps • Water treatment • Dryers
Energy supply	Energy production (nuclear, combined heat and power (CHP), (electricity, renewables, etc.) and the transportation (transmission and distribution) of energy	Power generation (coal, oil, natural gas, renewables, combined heat and power generation) (CHP, IGCC, etc.)	Typical energy uses: • Transformation of raw materials • Transmission and distribution turbines • Combustion • Steam systems • Condensers and cooling towers

9.3. Initial Certification

The guidelines provided for ISO/IEC 17021-1 Clause 9.3 are applicable, and the relevant practices are specified in the Management System Manual and Certification Procedure.

9.3 EnYS 5.7 Initial certification audit

9.3 EnYS 5.7.1 Stage 1

Step 1 includes the following:

a) Verification of the scope and limits of the EnMS to be certified ,
b) Reviewing a graphical or textual description of the organization's facilities, equipment, systems, and processes within the defined scope and limits.
c) To verify the audit timing, the number of active EnYS personnel, energy sources, significant energy uses, and annual energy consumption must be verified.
d) Examining the documented results of the energy planning process,
e) Review of the relevant aims, objectives, and action plans, along with a list of identified opportunities for improving energy performance.

9.3 EnYS 5.7.2 Stage 2

In Stage 2, ASCERT gathers the necessary audit evidence to determine that energy performance improvements have been demonstrated before making a certification decision.

Verification of energy performance improvement is required for the initial certification to be granted.
Examples of how a customer organization can demonstrate improvements in energy performance are given below.

Example 1 – A decrease in total energy consumption over time.
production remains at similar levels within the scope and limits of the Energy Management System (EMS) , data on total energy consumption in kWh measured over the last 12 months are considered. This data is used to demonstrate continuous energy performance improvement over the last 12 months for the customer organization through energy performance indicators.

Example 2 – Total energy consumption increases, but the energy performance metric defined by the customer organization is improved.
A client organization operating in the insurance sector acquired additional computers due to increased business. These additional computers led to an increase in total energy consumption. However, the energy performance indicator (EnPG), defined by the client organization as energy consumption per insurance claim, decreased, demonstrating an improvement in energy performance.

Example 3 – As equipment ages, a decrease in energy performance is anticipated. Through proper operation and maintenance checks, the delay in performance degradation can be demonstrated, proving improved energy performance as defined by the customer organization's energy performance indicators.
In a commercial building with high operating hours, the air conditioning system will weaken due to equipment aging. This performance loss over time, caused by various factors such as punctures, mechanical damage, or clogged filters, can be observed with the specific energy consumption (kWh/m^2) performance indicator. The customer organization correlates energy performance with a maintenance schedule and proves the system's stable operation over time through energy performance indicators.

Example 4 – In mining operations where resources are depleted over time, if the energy reference indicator shows an upward trend over time, it can be demonstrated that energy performance has improved compared to the rising base level.

9.3 EnYS 5.3 Determining the audit time
9.3 EnYS 5.3.1 Audit time
The audit date is determined based on the information received through the EnYS Certification Application Control Form.
In determining the audit timing, ASCERT considers the following factors:

a) Energy sources,
b) Significant energy uses,
c) Energy consumption,
d) EnYS personnel.

Audit time includes time spent on-site at the client organization's location, audit planning, document review, and audit reporting. Audit time schedules provided in Tables A.3 and A.4 are used to determine audit time.

The method for calculating audit time is explained below. Where the shortening of audit time can be justified due to the nature of the processes and organizational structure, ASCERT will present the rationale for such a decision and record it in the EnYS Certification Application Control Form.

the organization has integrated EnYS with another certified management system, the audit time can be reduced. In this case, the reduction cannot exceed 20 % .

The inspection man-day is based on 8 hours per day. Regulations may be made based on rules derived from international, regional or national legislation.

9.3 EnYS 5.3.2 EnYS effective personnel

The calculation of audit time is based on the number of active EnYS personnel defined in A.1 and the complexity criteria defined in A.2 below.

In determining the number of effective personnel, it is essential to include individuals who effectively contribute to meeting the EnYS (Environmental Safety Management System) requirements. Personnel responsible for the operation and maintenance of EnYS activities, as required by law, are included in the EnYS effective personnel.

ASCERT obtains the necessary information for determining the number of effective EnYS personnel for the scope of certification and for each audit in the audit program using the EnYS Certification Application Control Form, and specifies the number of effective personnel in the EnYS Certification Application Control Form.

A.1 Determining the effective personnel of EnYS

ASCERT considers the personnel affecting EnYS when determining the effective number of personnel for EnYS , including the following :

a) Senior management,
b) Management representative(s),
c) The energy management team,
d) The person(s) responsible for major changes affecting energy performance,
e) The person(s) responsible for the operation of EnYS ,
f) The person(s) responsible for developing, implementing, or maintaining energy performance improvement activities, including goals, objectives, and action plans.
g) The person(s) responsible for significant energy uses.

Note – Individuals responsible for significant energy uses may not be considered as active EnYS personnel depending on the impact of their activities on energy performance . It is important to understand their roles and impacts before including them in the EnYS active personnel.

Example 1 – Car manufacturer:
EnYS's effective personnel include those who directly and significantly utilize energy (painting system, HVAC system), management, operation, maintenance/facilities/engineering personnel, HVAC system contractor personnel, and energy team personnel. EnYS's effective personnel do not include administrative personnel or personnel who install the system.

Example 2 – Plaza:
EnYS's effective personnel consist of staff involved in heating and cooling systems, maintenance and engineering activities, construction and renovation activities, and procurement, as well as the energy team. Other personnel working in the building and administrative support staff are not considered EnYS's effective personnel.

A.2 Determining the complexity of EnYS
Complexity is assessed based on the following three criteria:

- Annual energy consumption,
- The number of energy sources,
- The number of major energy uses.

Complexity is a value calculated based on a weighted coefficient that takes all these factors into account. Two pieces of information are required to calculate complexity for each factor:

a) Weighting factor or multiplier,
b) A complexity factor is a value based on a range.

The formula for calculating complexity (C) is given below:
$C = (F\,\mathrm{EC} \times W\,\mathrm{EC}) + (F\,\mathrm{ES} \times W\,\mathrm{ES}) + (F\,\mathrm{SEU} \times W\,\mathrm{SEU})$

Here;

F EC The complexity factor for annual energy consumption given in Table A.1,
F ES The complexity factor of the number of energy sources given in Table A.1,
F SEU The complexity factor of the major energy uses given in Table A.1,
W EC The weighting factor of the annual energy consumption factor given in Table A.1,
W ES The weighting factor of the number of energy sources factor given in Table A.1,
W_{SEU} Table A.1 shows the weighting factor of the significant energy use factor.

The weighting factors and corresponding ranges for the complexity factors required in calculating complexity for each evaluation are given in Table A.1.

Table A.1 – Energy complexity criteria for determining audit timing.

Reviews	Weight Factor	December	Complexity Factor
Annual energy consumption (TJ)	25%	≤ 20 TJ (terajoules)	1.0
		20 TJ ≤ 200 TJ	1,2
		200 TJ ≤ 2000 TJ	1.4
		> 2000 TJ	1.6
Number of energy sources	25%	1 to 2 energy sources	1.0
		3 energy sources	1,2
		≥ 4 energy sources	1.4
Number of major energy uses (OEKs)	50%	1 to 3 OEK	1.0
		4 to 6 OEK	1,2
		7 to 10 OEK	1.3
		11 to 15 OEK	1.4
		≥ 16 OEK	1.6

After calculating the complexity value using the formula above, the EnYS complexity level is determined according to Table A.2.

Table A.2 – EnYS complexity level

Complexity Value	EnYS Complexity Level
> 1.35	High
1.15 to 1.35	Middle
<1.15	Low

A.3 Determining the EnYS audit time

The minimum audit time is determined based on a combination of the effective number of EnYS personnel and complexity. The minimum audit time for initial certification (Stage 1 and Stage 2) is shown in Table A.3.

ASCERT, in Stage 1, verifies that the audit time has been reviewed and verified.

Table A.3 – Minimum audit time (man-days) for initial certification

Number of active personnel in EnYS	Complexity		
	Low	Middle	High
1-8	2.5	4	5
9-15	4	6	7
16-25	5	7	9
26-65	6.5	8	10
66-85	8	9.5	11.5
86-175	8.5	11	12
176-275	9	11.5	12.5
276-425	10	13	15
≥ 426	For audit timing, if the number of active EnYS personnel exceeds 425, the increase in this schedule is followed to determine the audit time.		

Example: Example of the minimum number of audit days required for initial certification:
The number of effective EnYS personnel determined by ASCERT for company XYZ is 32.
Annual energy consumption is 12 TJ, corresponding to a complexity factor of 1.0 and a weighting coefficient of 25%, obtained using Table A.1.
The number of energy sources (natural gas, electricity, diesel) is 3. According to Table A.1, the corresponding complexity factor is 1.2 and the weighting coefficient is 25%.

The number of significant energy uses for company XYZ is 3. According to Table A.1, the corresponding complexity factor is 1.0 and the weighting coefficient is 50%.
C = (0.25 × 1.0) + (0.25 × 1.2) + (0.5 × 1.0) = 0.25 + 0.3 + 0.5 = 1.05

Since the complexity value is less than 1.15, the complexity level is "low" according to Table A.2.
According to Table A.3, the minimum audit time for Stage 1 and Stage 2 audits will be 6.5 man-days.
According to Table 4, the minimum number of days for surveillance will be 2.5 man-days, and for recertification, it will be 5 man-days.
The minimum number of audit days for surveillance and recertification audits is shown in Table A.4. The certification process should ensure that the required number of audit days is reviewed in the event of any significant changes in energy use, facilities, equipment, systems, or processes within the EnMS.

Table A.4 – Minimum time for surveillance and recertification (man-days)

Number of active personnel in EnYS	Complexity					
	Low		Middle		High	
	Surveillance	Recertification	Surveillance	Recertification	Surveillance	Recertification
1-8	1	1.5	1	2.5	1.5	3
9-15	1	2.5	2	4	2.5	5
16-25	2	3.5	2.5	5	3	6
26-65	2,5	5	3	6	3,5	7
66-85	2,5	6	3,5	6,5	3,5	8,5
86-175	2,5	6	3,5	7	3,5	8,5
176-275	3	6	4	8	4	9
276-425	3,5	7	4	8.5	5	11
≥ 426	For audit timing, if the number of active EnYS personnel exceeds 425, the increase in this schedule is followed to determine the audit time.					

9.3 EnYS 5.4 Multiple site sampling

In multiple site sampling, the following rules apply:

B.1 General

Multiple site sampling ensures that the audits conducted demonstrate sufficient reliability of compliance with the EnYS (Environmental Safety Management System) across all reported sites, and that the audits are easy and feasible to conduct.

If an organization's activities related to energy resources, energy use, and energy consumption are within the scope of certification and are carried out similarly at its facilities in different locations under the organization's authority and control, ASCERT applies multiple site sampling in the initial audit, surveillance audit, and recertification audit.

Deviations from these rules are permissible as long as they are justified and documented. The justification must demonstrate that compliance with the EnYS (Environmental Safety Management System) can be ensured with the same level of confidence across all reported sites prior to the commencement of the audit process.

B.2 Application

B.2.1 Field

When no specific site definition is applicable (e.g., for services), the scope of documentation takes into account the provision of services as well as the organization's activities at its headquarters.

Where applicable, ASCERT may decide that the certification audit needs to be conducted on-site at the audited organization's location and that its head office needs to be identified and audited.

B.2.2 Temporary site

A temporary site is a site established by an organization for a limited period to perform a specific task or provide a service (e.g., a construction site). Temporary sites are subject to audits if they constitute significant elements of an organization's energy use and energy consumption.

B.2.3 Multi-site organization

A multi-site organization is defined as an organization that has a central office and a network of local offices and branches (sites) where specific activities are carried out wholly or partially.

must have a legal or contractual link with the head office and a common EnYS (Enterprise Management System).

In a multi-site organization, an EnMS (Environmental, Social, and Cultural Heritage Management System) must be established, implemented, maintained, and subject to surveillance audits by ASCERT and internal audits planned by the head office. The head office should have the authority to mandate corrective actions by sites when necessary.

Examples: Organizations operating through dealers and agents; manufacturing companies with sales office networks; manufacturing companies with similar processes or significant energy consumption; multi-site service companies offering similar services; companies with multiple branches.

B.2.4 Suitability of an organization for sampling

For an organization to be eligible for sampling, the processes related to significant energy uses and consumption on site should be substantially identical or organized into subgroups operating using similar methods and processes.

When some of the sites under review have similar but fewer processes than others, less important sites can be included in multi-site certification if sites carrying energy-intensive processes are subject to more frequent audits.

The energy performance of sites can be considered independently or as a whole. This is defined in ASCERT's certification processes or in the justification of the multi-site organization sampling plan.

The organization’s Energy Management System (EMS) must be involved in a centrally controlled and managed energy planning process, subject to central management review, and a management review must be completed before ASCERT begins the audit.

The relevant areas (including the central management unit) must be included in the organization's centrally managed internal audit program before ASCERT begins the audit. the organization's head office has established an EnYS (Enterprise Management System) and that all members of the organization within the scope of the EnYS fulfill its requirements.

The central office must demonstrate that it can collect and analyze data from all sites within its scope and boundaries. For an organization to be eligible for sampling, the following criteria must be met and applied to the central office:

a) Management system rules:
   - System documentation and system changes approved by the central office,
   - Review of management carried out in all areas,
   - Evaluation of corrective actions,
   - Internal audit planning and evaluation of results,
   - Demonstrating the authority to gather information regarding legal and other requirements and to initiate changes related to the organization when necessary.
   - Results of internal audits in the field.

b) Regulations regarding energy performance:
   - A consistent energy planning process,
   - Consistent criteria for determining and adjusting the reference indicator, relevant variables and energy performance indicators (EnPGs) ,
   - Consistent criteria for defining aims and objectives and field action plans,
   - Centralized processes for evaluating the feasibility and effectiveness of action plans and EnPGs ,
   - Where appropriate, centrally collected energy performance data to demonstrate energy performance across the entire organization.

B.2.5 Responsibilities of ASCERT

B.2.5.1 General

As a basis for sampling, ASCERT's procedures, in the initial contract review, include an assessment of the complexity and scale of the activities under the EnMS , and it is guaranteed that all criteria and clauses given in the ISO 50003 standard are met. Factors that may affect sampling include the following:

a) Energy performance,
b) Significant energy uses,
c) Energy sources,
d) Monitoring, measuring and analyzing,
e) Energy consumption,
f) Scope changes.

ASCERT defines the functions (head office) of the organization with which it has an agreement and which has legal obligations to provide certification activities.

ASCERT verifies that compliance with competency requirements is ensured in every site included in the certification and audits, and assigns competent personnel. If a client organization does not have the sites where the activity subject to certification is carried out ready, the client organization is required to inform ASCERT before the audit which sites will be included and which will be excluded from the audit.

B.2.6 Certification documents

Certification documents may be published to cover multiple sites, provided that each site within the scope of certification is audited individually by ASCERT or audited through sampling.

ASCERT may provide certification documents to the organization in any way it requests. If each site included in the certification has the same scope or a sub-scope of that scope, and contains explicit references to the main certification documents, then certification documents may be issued for that site of the organization.

If the central office or any of the sites does not meet the requirements for maintaining certification, the certification documents will be withdrawn entirely. The site list will be updated by ASCERT.

To help ensure the accuracy of this information, ASCERT requests that the audited organization provide information on any closed sites within its certification scope and makes the necessary updates to the Audit Program.

Failure to provide this information will be considered by ASCERT as abuse of certification. Additional fields may be added to existing certification at the request of the organization, as a result of surveillance or recertification activities, or as a result of scope expansion.

B.3 Sampling

B.3.1 Methodology

Sampling is done based on the factors listed below, resulting in the selection of a representative group from different fields. At least 25% of the samples are randomly selected. The remaining portion is selected to maximize the difference between the selected fields throughout the validity period of the certification.
Site selection involves examining energy sources and energy consumption, and includes, among other criteria, the following:

a) Field internal audit results and management reviews or previous certification audits,
b) There is considerable variation in the size of the sites,
c) Variety in shift schedules and work processes or procedures,
d) The complexity of the management system,
e) Processes carried out in different fields,
f) Changes made since the last certification audit,
g) The maturity of the management system and the organization's knowledge base,
h) The complexity of energy sources, energy uses, and energy consumption,
i) Cultural and linguistic differences, legal and other conditions,
j) Geographic distribution.

This selection does not have to be made at the beginning of the audit process. It can also be made after the audit at the head office is completed. In any case, the head office must inform the sites that they have been included in the sampling. This notification can be given shortly, but sufficient time should be allowed for preparation for the audit.

B.3.2 For example, size

ASCERT maintains and justifies records of every multi-site sampling application. The central office is audited at least once a year, during the initial certification and recertification audit, and during the annual surveillance audit.

The audit at the head office includes an energy performance review of all sites included in the organization's certification.

The risk analysis conducted by ASCERT on the activity covered by the management system that is subject to certification may indicate specific situations, such as those listed below, for example, when their magnitude and frequency are increased.

a) The size of the sites and the number of effective EnYS personnel,
b) Diversity in work practices (e.g., shifts),
c) Diversity in the activities undertaken,
d) Diversity in energy use and energy consumption (particularly in major energy uses),
e) The complexity of energy uses,
f) Records of corrective actions,
g) Multinational legal or other conditions,
h) The results of internal audits and management reviews,
i) Demonstrating improvements in energy performance and the Energy Management System (EMS) .

The minimum number of sites to be visited per audit should be as follows:

Number of locations (excluding the head office) (1)	Number of samples for the initial audit (2)	Number of samples for surveillance audits* (3)	Number of samples for document renewal audit (4)
1-2	100% (all)	All	All
3-4	2	2	2
5-9	3	2	3
10-25	4-5	3	4
26-36	6	4	5
37-49	7	5	6
50-64	8	5	7
65-100	9-10	6	8
101-121	11	7	9
122-144	12	8	10
145-169	13	8	11
170-225	14-15	9	12
226-256	16	10	13
257-289	17	11	14
290-324	18	11	15
325-400	19-20	12	16
>400	at least 21	at least 13	at least 17

However, if the management system has been proven effective for a period of 3 years, the sample size V — ∩ Ɑcan be reduced by multiplying it by a factor of 0.8 (in other words,) and rounding it to the nearest whole number.

When a new site needs to join a certified multi-site network, each new site is evaluated as an independent cluster for sample size determination. After a new site is included in the

certification, the new site is added to the existing sites to determine sample size for future surveillance and recertification audits.

B.4 Audit time for the central office

The total audit time in the audit program is the sum of the audit times at each site and at the central office. ASCERT justifies the time spent on multi-site audits in terms of the allocation of audit time. The number of audit days for each selected site, including the central office, is calculated using the audit schedules given in clause 9.3. The minimum number of audit days for the central office and EnYS audit is determined by ASCERT, and the justification for the decision is recorded.

The audit time can be adjusted based on sampling information, taking into account actual processes and information gathered during initial certification or before surveillance or recertification. ASCERT keeps records of the reasoning behind the decision.

9.4. EnYS 5.5 Conducting Audits

The guidelines given for ISO/IEC 17021-1 Clause 9.4 are applicable, and the relevant practices are specified in the Management System Manual and the EnYS Audit Procedure.

9.4 Certification Decision

The guidelines provided for ISO/IEC 17021-1 Clause 9.5 are applicable, and the relevant practices are specified in the Management System Manual and Certification Procedure.

Energy performance improvement is a unique requirement for an Energy Management System (EMS) . ASCERT considers energy performance improvement as part of its certification decision.

9.5. Maintaining Documentation

The provisions of ISO/IEC 17021-1 Clause 9.6 apply, and the relevant practices are specified in the Management System Manual, the Certification Procedure, the EMS Audit Procedure, and the Procedure for Suspension and Withdrawal of Certification.

9.6 EnYS 5.8 Surveillance and control

During surveillance audits, ASCERT reviews the necessary audit evidence to determine whether continuous energy performance improvement has been demonstrated.

9.6 EnYS 5.9 Recertification audit

During the recertification audit, ASCERT reviews the necessary audit evidence to demonstrate that the energy performance improvement is sustained before making a certification decision.

Major changes made to facilities, equipment, systems, and processes are also taken into account during recertification audits. Verification of the continued improvement in energy performance is necessary for the renewal of certification.

Note – Improvements in energy performance may be affected by changes in facilities, equipment, systems or processes, changes in the line of business, and other circumstances that result in or require a change in the energy reference indicator.

9.6. Objections
The provisions of ISO/IEC 17021-1 Clause 9.7 apply, and the relevant practices are specified in the Management System Manual and the Complaints and Appeals Procedure.

9.7. Complaints
The provisions of ISO/IEC 17021-1 Clause 9.8 apply, and the relevant practices are specified in the Management System Manual and the Complaints and Appeals Procedure.

9.8. Records of applicants and customers
The guidelines given for ISO/IEC 17021-1 Clause 9.9 apply, and the relevant practices are specified in the Management System Manual and the Records Control Procedure.

Procedures regarding the registration of applicants and customers are specified in the Management System Manual.

10. Management System Requirements
The guidelines given for ISO/IEC 17021-1 Clause 10 apply, and the relevant practices are specified in the Management System Manual and the procedures given below:

- Document Control Procedure
- Records Verification Procedure
- Management Review Procedure
- Internal Audit Procedure
- Corrective Action Procedure

5. REVISION INFORMATION

Revision Date	Revision No	Item No.	Explanation of the Revisions Made
01.03.2021	01	-	A major revision has been made.
01.03.2022	02	-	ISO 50003:2021 transition has been completed.

Preparer	Approved
Management Representative	*General manager*