

**Energy Management Systems Addendum**

**Standard: ISO 50001:2011**

Thank you for your interest in SGS.

Information provided in this questionnaire will be used to provide a proposal detailing ISO 50001 Energy Management System Certification Services.

If you have any questions regarding the information that we require, please contact our sales representative.

**Company Name and Address to be Shown on Certificate:**

Company Name (Please provide the company legal entity name)

Tabriz Oil Refining Co.

Address:

Km5 tabriz-azarshahr road Tabriz-Iran

**Please provide a statement defining the audit scope and boundaries of EnMS certification being requested. This must reflect the extent of activities and facilities included in the EnMS to be certified. For example: “Design, machining, finishing and distribution of hydraulic valves”**

Audit Scope

Operating units (refining, utilities)

Audit Boundary

All of the tbz refinery

**Please indicate which sector(s) best describes your activities:**

Operating units (refining, utility(Power Generation,Water Treatment & Wate Water) , tank farms for storage the Feed &products , ...)

**Number of EnMS Effective Personnel**

Please record below the numbers of personnel considered to be EnMS **effective** personnel. Please see guidance in Appendix A for determining **effective** personnel

Organisational Personnel	Number
Total Employee Number	1360
Total EnMS Effective Personnel	
(a) top management	1
(b) management representative	1
(c) energy management team <i>p.s. top management and management representative only need be counted once</i>	1
(d) person(s) responsible for major changes affecting energy performance <i>p.s. If it is the same as energy management team, the personnel only need be counted once</i>	1
(e) person(s) responsible for the effectiveness of the EnMS <i>p.s. If it is the same as energy management team or (d), the personnel only need be counted once</i>	11
(f) person(s) responsible for developing, implementing or maintaining energy performance improvements including objectives, targets and action plans <i>p.s. If it is the same as energy management team, (d) or (e), the personnel only need be counted once</i>	6
(g) person(s) responsible for significant energy uses	5
Number of shift	4
Number of EnMS effective employees not in shift work	11
Number of EnMS effective employees in shift work	284

**Site(s) Energy information**

Please record below the energy related information relevant to your organisation as a whole;

Organisational Energy Information	Number
Number of energy sources (e.g. natural gas, purchased electric, fuel oil, diesel, solar, wind, ground/ air source heat pumps etc)?	3
Total annual energy consumption (in TeraJoule)?	551
Number of Significant Energy Users (SEUs, e.g. boilers, lighting, compressed air, motors, pumps etc according to ISO 50001 Clause 3.27)?  If your organization don't identify the Significant Energy Users yet, please note as "N/A"	8

Note: 1,000 kWh= 0.0036 TeraJoule  
1,000,000 Btu= 0.0010543503 TeraJoule

**Assessment Information:**

 What surveillance frequency would you like? 6-month  Annual 

 Have you used a Consultant? Yes  No  If so, who? **B.E.N** بهکاون ایده نوین

Please indicate any relevant legal obligations and/or other requirements for your site.

ISIRI-13369

 قانون اصلاح الگوی مصرف  
 ابلاغیه وزیر نفت در خصوص استقرار استاندارد سیستم مدیریت انرژی

Please indicate your relationship within a larger corporation and/or parent company with respect to activities, human and technical resources, supporting functions and/or other relationships.

بیه ابلاغیه های خارج از سیستم ستاد پالایش و پخش و وزارت نفت بایستی توسط مدیر هماهنگی و نظارت بر تولید به پالایشگاه ابلاغ گردد.

 Has ISO 14001 / OHSAS18001/ ISO 9001, certification? YES  NO 

If yes, the certification company is \_\_\_\_\_SGS\_\_\_\_\_

Has integrated your management system ? The level of integration of IMS:

 N/A  Basic  High

Please provide the information concerning all outsourced processes used by your site that will affect conformity to requirements is \_\_\_\_\_

Which accreditation body is looking for \_\_\_\_\_?

**Site(s) information**
**Multiple sites**

 Does your organisation have more than 1 site to be included within the scope of certification Yes  No 

 Is this scope of provide essentially the same for all sites? Yes  No . If No, please indicate what is the different scope \_\_\_\_\_

*Note: If your organisation has multiple sites and you wish to include more than one site in the certification scope, please provide the following information on a separate document and include with this questionnaire;*  
 1. site locations, 2. number of EnMS effective personnel per site, 3. surface area per site, 4. energy sources per site, 5. significant energy users per site, 6. energy consumption and energy performance recorded for the previous 12 months per site, 7. scope changes from main site.

**Temporary Sites**

 Do you operate temporary sites e.g. construction sites Yes  No .

If yes, what is the approximate percentage of energy consumption used on sites versus total organisation energy consumption \_\_\_\_\_%

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Position: operating manager

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## Appendix A – Guidance on determining EnMS effective personnel

The following personnel who materially impact the EnMS should be considered when determining the EnMS effective personnel count:

- a) top management ;
- b) management representative(s);
- c) energy management team;
- d) person(s) responsible for major changes affecting energy performance;
- \* e) person(s) responsible for the effectiveness of the EnMS;
- f) person(s) responsible for developing, implementing or maintaining energy performance improvements including objectives, targets and action plans;
- g) person(s) responsible for significant energy uses.

NOTE: Persons responsible for significant energy uses might **NOT** be considered as EnMS effective personnel depending upon the impact their actions could have on energy performance. It is important to understand their role and impact before including them as EnMS effective personnel.

### EXAMPLE 1 Automobile manufacturer.

The EnMS effective personnel would be those directly engaged with the support of the significant energy uses (paint system, HVAC system), management, operations, maintenance/facilities/engineering, the contractor for the HVAC system and the energy team. This would not include administrative personnel or assembly personnel.

### EXAMPLE 2 Commercial building complex.

The EnMS effective personnel are those related to the district heating and cooling systems, the maintenance and engineering functions, construction and renovation management, procurement and the energy team. Other staff who work in each building or administrative support personnel would not be EnMS effective personnel.