

independent energy consultants

saving energy, reducing costs



Introduction

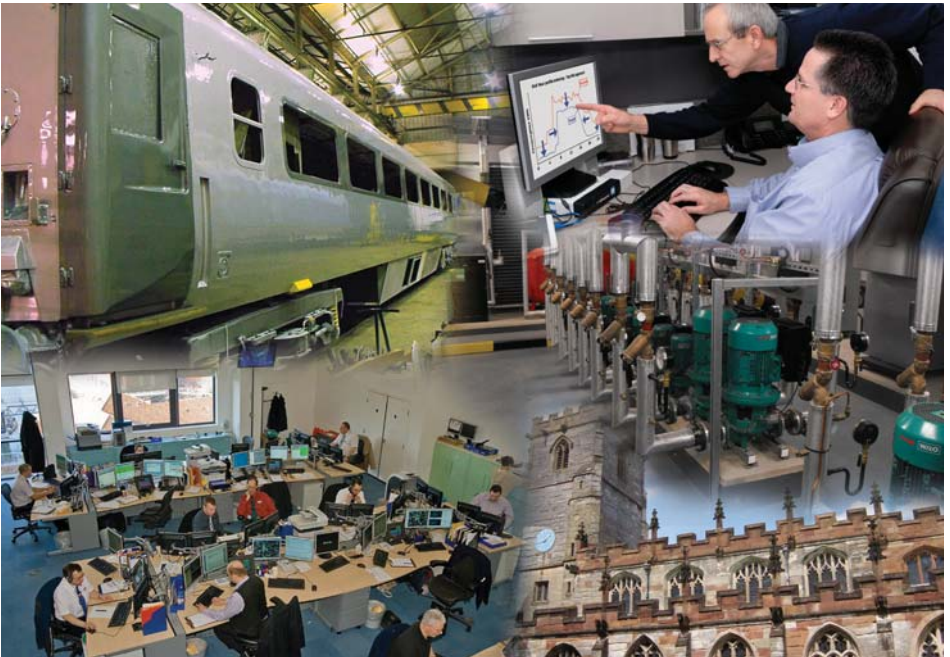
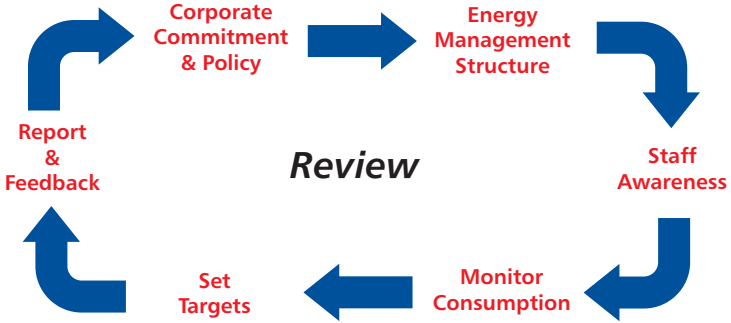
The aim of this booklet is to help you to manage your energy and to assist you when you need to call upon outside expertise. It will guide you through the basics of energy management and on to helping you choose an Energy Consultant.

Energy Consultants provide the expertise and resource to support the many schemes and initiatives in the current market. Typically, they will carry out site energy audits and surveys, assist with carbon management, the Emissions Trading Scheme, Carbon Reduction Commitment, collate relevant details and documents including Display Energy Certificates and Energy Performance Certificates, identify and support implementation of energy saving measures and help develop an energy policy or strategy for you, the end user, whether a small or large private or public company, local authority or any other organisation.

An energy audit or survey is intended to review your energy use, identify areas of waste and help you find practical opportunities to save energy in your business. Many manufacturing and sales companies offer audits as a means of promoting their products or services. Their auditors may not have the skills and experience of an independent Energy Consultant.

Audits by an independent Energy Consultant are more likely to be the most comprehensive but again you should check the assessors' areas of expertise to ensure that this matches your needs.

The energy management process



Whatever your business, independent energy consultancy can help

The Essentials

The following steps will enable you to track your progress to better energy management.

1

Policy & Commitment

Determine whether your organisation has a commitment to energy efficiency. This can take many forms, from a simple one-line statement to a full strategy either as a stand-alone energy policy or as part of an overall environmental management system such as ISO 14001, BS EN 16001. This is your "licence" to carry out energy efficiency activities on behalf of the management.

2

Energy Manager

Do you have an Energy Manager within the organisation? Is this down to you, and, is this task a full-time job or only part of something else? The reason for asking these questions is that as a rule of thumb, there should be a full-time Energy Manager for each million pounds of energy spend. This can be justified in savings made, improved profitability for businesses, and improvement in your carbon footprint.

3

Monitor Consumption

It is essential to monitor your energy consumption in the same way that you do for other consumables. Lord Kelvin said, as long ago as 1899, that in order to manage anything, there is a need to measure it to know just how much is being used. Reading and recording the energy (and water) meters on a regular basis will not only give an indication of any sudden or major changes but will help you to verify the bills that your organisation has to pay.

4

Set Targets

From the recorded meter readings you will be able to analyse energy consumption and be able to set realistic targets for the future based on what you already know. This can be simplified by the use of regression analysis in computer-based spreadsheet programmes to which most people have access these days. Realistic targets are those that are achievable based on historical data from reading the meters. Production figures, throughput or even time of day and year will enable comparisons to be made with previous data and targets set accordingly.

5

Staff Awareness

Part of the energy management task is to keep other members of staff aware of what is happening in energy terms within the business or organisation. This can take many forms and the best one for you is one that fits in with existing information methods you use, whether by a newsletter, e-mail or poster scheme. The choice is yours. If the staff members are to support an energy efficiency programme they need feedback on progress.

6

Reporting System

With any activity, there is usually a reporting system. For Middle Management, they report both up and down – up to Senior Management and down to Supervisor and staff levels. Again, this can take many forms, the most common of which are bar charts or graphs generated from the energy consumption figures analysed at the monitoring stage. Your PC can produce these effortlessly.

7

Periodic Review

Periodically, there should be a review carried out of all the above items to ensure that they are effective in the reduction of energy consumption. It gives you a chance to see what works and what doesn't and thereby to modify the practices to improve the overall situation and get back on track. At this point, it may become apparent that you need outside help, from Independent Energy Consultants.

Once you are in touch with Consultants of your choice, there are a number of things that they may ask you to do. These include:

- **providing historical meter data**
- **arranging for a site visit which should include**
 - **a discussion about the organisation,**
 - **a site walk around,**
 - **access to meters to ascertain types and numbers,**
 - **and other information relating to energy consumption that will enable them to offer practical advice and put together a comprehensive snapshot of the current energy situation which gives you a base from which to start.**

Some Consultancies offer continuing energy management on your behalf. There are others who will be able to guide you through the energy-related standards which will help you gain certification of your reducing carbon footprint and increasing energy efficiency. There are also subsidised surveys available where appropriate.

However, It should be borne in mind that fees paid to consultants are usually recovered in measurable savings. In addition, energy (or carbon) efficiency is an excellent tool to publicise an organisation or company's commitment to the environment.

All members of ESTA Independent Energy Consultants Group are covered by Professional Indemnity insurance and are qualified Engineers and/or Managers with experience in many areas of Industry, Commerce and the Public Sector.

Membership of ESTA is your guarantee that the Independent Energy Consultants Group members have no commercial relationships with utilities or equipment suppliers and can therefore offer the best independent advice.

Other member companies of ESTA are able to offer energy management services and invest in plant and equipment that are major consumers of energy within your organisation.

Guidance on choosing an Energy Consultant

Prepare a Brief which is agreed by senior management and ensures that everyone is committed to the project. Contact Consultants and advise them that you have a brief for the project and invite them to view it. It is important that the brief reflects the breadth of your knowledge of the problem, so that the Consultant is providing new information and not 'telling you what you know'.

Look for a Consultant: Contact at least two independent Energy Consultants who have expressed interest in the brief and invite them to submit a proposal. See ESTA web site www.esta.org.uk for a list of Independent Energy Consultants

Experience and competency: Ideally, each Consultant must meet a minimum standard of competence, experience and qualification and must maintain high standards of continuing professional development. Select Consultants by skills, technologies and buildings/industry sectors, appropriate to the proposed task. This is especially the case if will centre around or involve government initiatives, for example the CRC Energy Efficiency Scheme. Don't be afraid to request more detailed information from the Consultant on the level of expertise each holds in these areas, and, check on their independence from any suppliers, to ensure that their experience meets your needs. Carry out interviews and take up references if appropriate.

Fees: Establish from management how much funding is available to help with the cost. Ensure that they are aware that energy savings found by the Consultancy may well enable a good rate of return. Fees may be based on a day rate or a proportion of the savings

Formulating a Contract: Most Consultants are able to produce a contract. You may wish to prepare your own but ensure that both sides are absolutely clear as to what is being agreed. Check closely that there is nothing in the Consultant's small print which allows them to increase charges or bill for extra time without prior agreement. Most Consultants will carry professional indemnity insurance, but it is important to check, if this is a requirement.

The Consultancy Task: Inform everyone in your organisation about the consultant, what they are doing and make them welcome. The kick off meeting with the consultant is key.

Evaluation: A presentation should be given on the results and adequate time should be allowed for discussion Check by asking yourself: did it achieve what we set out in the brief? Do we have the in-house skills to go to the next stage?

about ESTA

ESTA, the Energy Services and Technology Association, is the UK's leading Energy Management industry association. ESTA focuses on demand-side energy management and efficiency across all sectors and operations including buildings, processes and transport.

Energy consumption and cost are the primary considerations but ESTA also considers the positive impact of energy management measures on security of energy supply to organisations' sites, the advantages in terms of reputation of responsible corporate citizenship and the legal requirement to meet legislation and regulation.

ESTA members' activities span the lifetime energy management of organisations including concept, design, construction, operation, maintenance, refurbishment and updates.

ESTA has over 100 members who supply products, systems and services supporting all aspects of Energy Management and in particular measurement, control and management.

Visit www.esta.org.uk/iecg to find out more.

independent energy consultants group

Independent Energy Consultants provide the expertise and resource to support the many schemes and initiatives in the current market, such as:

- Monitoring and targeting
- Energy procurement
- Metering advice
- Energy surveys and appropriate Standards
- Energy project management
- EPC Energy Performance Certificate energy assessor
- DEC Display Energy Certificate – energy assessor
- CIBSE low carbon consultant
- Energy Institute Register energy consultant
- Emissions verification & auditing for EU Emissions Trading Scheme, Climate Change Agreements & CRC Energy Efficiency Scheme as well as Corporate Social Responsibility reports