

ASTFM324 - SQA Unit Code FG7N 04

Manage and monitor the efficient use of energy



Overview

This unit is for first-line managers/supervisors at work in the FM environment. It is concerned with providing advice on the development of policies for the use of energy and building energy efficiency in your area of responsibility.

It is about advising senior management on policies for the use of energy and on the strategies needed to implement these policies and evaluating the advantages and disadvantages of different strategies and methods for implementing the organisation's energy policy

Performance criteria

- You must be able to:*
- P1 demonstrate that your own actions reinforce the messages in the organisation's energy management policy statement
 - P2 identify realistic goals for savings and improvements in energy usage
 - P3 identify your personal responsibilities and liabilities under energy management statements and policies in your own organisation and develop a culture within your area of responsibility which puts 'energy management' first
 - P4 agree with decision-makers the strategies and methods for implementing the organisation's energy policy and ensure regular consultation with people in your area of responsibility or their representatives on energy management issues
 - P5 evaluate accurately the advantages and disadvantages of different strategies and methods for implementing the organisation's energy policy
 - P6 seek and make use of specialist expertise in relation to energy management
 - P7 ensure that systems are in place for effective monitoring, measuring, implementation, and testing and reporting of energy management performance in your area of responsibility
 - P8 make energy management a priority area in terms of informing planning and decision-making in your area of responsibility
 - P9 ensure your advice is based on accurate, relevant and up-to-date information
 - P10 ensure you consult appropriate sources where you need additional information
 - P11 give advice takes account of related organisational objectives and constraints which influence the way the organisation uses energy
 - P12 explain the implications of these savings and improvements for other activities in the organisation
 - P13 define clearly the responsibilities for energy management and the benefits for the organisation
 - P14 ensure that sufficient resources are allocated across your area of responsibility to deal with energy management issues
 - P15 identify sources of energy and water wastage at their site and making recommendation to prevent wastage identified

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 why energy management in the workplace is important
- K2 how and where to identify your personal responsibilities and liabilities under energy management legislation
- K3 how to keep up with legislative and other developments relating to energy management
- K4 the requirement for organisations to have a written energy management policy statement
- K5 how to communicate the written energy management policy statement to people who work in your area of responsibility and other relevant parties
- K6 how and when to review the application of the written energy management policy statement in your area of responsibility and produce/provide findings to inform development
- K7 how and when to consult with people in your area of responsibility or their representatives on energy management issues
- K8 sources of specialist expertise in relation to energy management
- K9 ways of developing a culture in your area of responsibility which puts 'energy management' first
- K10 the type of hazards and risks that may arise in relation to energy management - how to establish and use systems for identifying hazards and assessing risks and the type of actions that should be taken to control or eliminate them
- K11 how to establish systems for monitoring, measuring and reporting on energy management performance in your area of responsibility
- K12 why and how energy management should inform planning and decision-making
- K13 the importance of setting a good example to others in relation to energy management
- K14 the type of resources required to deal with energy management issues
- K15 industry/sector specific knowledge and understanding
- K16 sector-specific legislation, regulations, guidelines and codes of practice relating to energy management
- K17 energy management risks, issues and developments which are particular to the industry or sector
- K18 negotiating new cheaper tariffs with various energy suppliers and reinvesting savings made into improving the energy efficiency

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Context specific knowledge and understanding

You need to know and understand:

- K19 communication
- K20 energy efficiency
- K21 information handling
- K22 monitoring and evaluation
- K23 organisational Context
- K24 planning

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