Title - CONTROL OF ENERGY CONSUMPTION

1.0 PURPOSE

To control energy consumption in office complexes of EPI.

2.0 SCOPE

Corporate office, regional offices and all other office complexes of EPI.

3.0 RESPONSIBILITY

All HODs / HRM Incharges at ROs/ ECO

4.0 PROCEDURE

4.1 Head of each office complex shall nominate an Energy Conservation Officer (ECO) who shall be responsible to monitor wastage of energy and identify opportunities for saving of energy consumption.

4.2 ECO shall motivate the employees through awareness campaign, circulars, notices, posters and meetings etc. to prevent wastage of energy and exercise savings in consumption.

4.3 ECO shall carry out checks of office complex to identify the areas where energy is being used when nobody is present or excess energy is being used. He shall bring it to the notice of concerned head of division/section/office/activity for suitable corrective and preventive measures.

4.4 ECO shall also evaluate the need for illumination of common areas like corridors and toilets etc. to exercise savings to the extent possible.

4.5 Minimum lights/ only emergency lights shall be used for house keeping activities during pre-working hours. Main lights shall be switched on 5 minutes before office opening time.

4.6 Lights except those needed for security reasons shall be switched off during non-working hours. If employees stay back beyond normal working hours for official work, light only in the area being used shall be switched on.

4.7 Only emergency lights shall be switched on during lunch break.

4.8 Energy saving reports shall be made in line with procedure No. EPI/EMP/P/01.
5.0 RECORDS
  5.1 Nomination of ECO
  5.2 Energy savings report

6.0 REFERENCES:
  6.1 Clause 4.4.6 of ISO 14001:2004
  6.2 Environmental Aspects Register: EPI/EAR/04.
  6.3 Environmental Objectives and Targets EPI/OT/P/01
  6.4 Environmental Management Programme EPI/EMP/P/01