

GUIDELINES ON FUNCTIONS AND DUTIES OF REGISTERED ENERGY MANAGER

[GP/ST/No.47/2024]

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**ENERGY EFFICIENCY AND CONSERVATION ACT 2024
[Act 861]**

**GUIDELINES ON FUNCTIONS AND DUTIES OF
REGISTERED ENERGY MANAGER**

GP/ST/No.47/2024

IN exercise of the powers conferred by subsection 5(2) and section 67 of the Energy Efficiency and Conservation Act 2024 [Act 861], the Commission issues the following guidelines:

Citation and commencement

1. These guidelines may be cited as the Guidelines on Functions and Duties of Registered Energy Manager.
2. These Guidelines shall come into operation on 1 January 2025.

Purpose

3. The purpose of these Guidelines are to explain the functions and duties of the registered energy manager under the Energy Efficiency and Conservation Act 2024 [Act 861].

Dated: 30 December 2024

DATO' IR. TS. ABDUL RAZIB BIN DAWOOD

Chief Executive Officer
Energy Commission

TABLE OF CONTENTS

1. SCOPE..... 4

2. INTERPRETATION 4

3. FUNCTIONS AND DUTIES OF REM 5

1. SCOPE

These Guidelines shall apply to the registered energy manager under section 27 of the Energy Efficiency and Conservation Act 2024 [Act 861].

2. INTERPRETATION

In these Guidelines, the following terms shall bear the following meanings:

“Act”	means the Energy Efficiency and Conservation Act 2024 [Act 861];
“Commission”	has the meaning assigned to it under the Energy Efficiency and Conservation Act 2024 [Act 861];
“EEI”	means an Energy Efficiency Indicator which refers to a measurement that shows the efficiency of the energy used in a system, process or organization;
“EnMS”	means an energy management system, which is a set of interrelated or interacting elements to establish an energy policy and energy objectives, and the processes and procedures to achieve the energy objectives;
“REM”	means the registered energy manager;
“SEU”	means the Significant Energy Use which refers to any system, process, or equipment within an organization that consumes a substantial amount of energy.

3. FUNCTIONS AND DUTIES OF REM

Subsection 5(2) of the Act provides that the REM appointed by the energy consumer shall carry out the functions and duties as follows:

(a) To collect and analyse the data on energy of and energy consumption by, the energy consumer

(i) The REM shall—

- (A) ensure that the energy consumption data is recorded for any energy or energy resources as specified in the First Schedule and Second Schedule of the Act;
- (B) collect and analyse the energy consumption data of at least twelve consecutive months from the energy consumers prior to his appointment; and
- (C) during the tenure of the appointment, collect and analyse the energy consumption data continuously.

(ii) For the purposes of analysing the energy consumption trends, patterns, and variations, the REM may—

- (A) compare the data collected with the energy baseline established under the Guidelines on Energy Management System;
- (B) calculate the average energy consumed by the energy consumer; or
- (C) identify the maximum and minimum energy consumption by the energy consumer.

(b) To ensure that the energy consumer implement the EnMS

For the purpose of implementing the EnMS, the REM shall—

- (i) assist the Energy Management Committee in preparing, proposing and obtaining the approval of the top management of the energy consumer on the energy policy as stated under the Guidelines on Energy Management System;
- (ii) propose the EnMS objectives and targets to the Energy Management Committee;
- (iii) propose action plan to achieve the EnMS objectives and targets to the Energy Management Committee;
- (iv) propose resource needed for the continual improvement of energy management and performance to the Energy Management Committee;
- (v) propose appropriate EEI to the Energy Management Committee;
- (vi) obtain the approval of the top management of the energy performance objectives and targets; and
- (vii) assist the Energy Management Committee in developing a comprehensive EnMS implementation plan, including roles, responsibilities, and timelines, and monitor its execution.

(c) To monitor the implementation of the EnMS by the energy consumer

The implementation of the EnMS shall be monitored in the following manner:

- (i) verify the accuracy and reliability of collected data to ensure it reflects the actual energy performance;

- (ii) arrange the Energy Management Committee meetings not less than four times per year and record or cause to be recorded such minutes of the meeting;
 - (iii) ensure that the minutes of the meeting referred to in paragraph (ii) is endorsed by the management representative of the meeting;
 - (iv) arrange management review meeting with the top management at least once a year and record or cause to be recorded such minutes of the meeting;
 - (v) ensure that the minutes of the meeting referred to in paragraph (iv) is endorsed by the top management; and
 - (vi) prepare and present reports summarizing the energy performance and the progress of the implementation of the EnMS to the Energy Management Committee.
- (d) To prepare the EE&C report for the energy consumer

The REM shall prepare the EE&C report for the energy consumer in accordance with the detailed format as specified in the Guidelines on Energy Efficiency & Conservation Report issued by the Commission.

- (e) To ensure the accuracy of information provided in the EE&C report

The REM shall—

- (i) compare the data reported in the energy efficiency report with actual utility bills and invoices and verify that the consumption and cost figures match; and
- (ii) examine related documents such as maintenance records, equipment specifications and energy audit reports in order to ensure that the reported data aligns with the physical infrastructure and operations.

- (f) To advise the energy consumer on any other energy saving measures which may be implemented by the energy consumer and to monitor the implementation of such measures

The REM shall—

- (i) make reference to the list of energy saving measures in the energy audit report prepared by the registered energy auditor for the purpose of proposing the action plan to the Energy Management Committee; and
 - (ii) propose the appropriate measurement and verification plan to the Energy Management Committee.
- (g) To carry out such other duties as may be determined by the Commission

The REM shall collect the additional data as follows:

- (i) production-related data from industrial facilities including the production outputs, number of processes involved and operating hours of the facility;
- (ii) inventory of processes and equipment in SEU; and
- (iii) variables data that affect the energy consumption of the energy consumer such as but not limited to the number of shutdown days, cooling degree days, occupancy rate, etc.

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