October 27, 2021

SUBJECT: Appointment of the COMPANY / LOCATION, Energy Representative

1. References.
   1. ISO 50001: 2018 – Energy Management Systems
2. Applicability. This applies to the Energy Management System (EnMS) Leadership for the COMPANY / LOCATION
3. Purpose. To formally appoint the Energy Representative / Energy Team Leader
4. Appointment. This memorandum appoints NAME / TITTLE as the Energy Representative and Energy Team Leader for the COMPANY / LOCATION, EnMS with the following responsibilities:
   1. Ensure the EnMS is established, implemented, maintained, and continually improved
   2. Keep top management informed on EnMS performance
   3. Report to top management on energy performance
   4. Identify energy team members, with the approval of top management
   5. Plan and direct energy management activities through the energy team
   6. Define and communicate responsibilities and authorities for the energy team
   7. Promote the energy policy and energy objectives across the organization
   8. Make sure processes are in place to ensure EnMS effectiveness

NAME

Plant Manager

COMPANY

LOCATION