**Explanation of the “Potenzialcheck” energy analysis**

29/11/2022

The methodology and model documentation for the "Potenzialcheck"

were developed by the engineering consultancy

Énergie et Environnement S.A.

# Energy analysis: what is it about?

An energy analysis is a systematic analysis of the energy consumption of a building, company or organisation. Each use and energy flow rate is considered. The analysis aims to determine the level of efficiency of each consuming item and leads to an assessment of potential savings. Concrete measures for improving energy performance are proposed in the conclusion of the analysis.

The methodology and documentation for the “Potenzialcheck” were developed by the engineering consultancy Énergie et Environnement S.A. and are described below.

# What is its purpose?

The objective analysis can give you a better understanding of your company's energy use and associated costs. The purpose is to enable the company undergoing the analysis to make energy savings and, as a result, to reduce its costs and its environmental impact while maintaining the same level of quality and comfort for its activity or product.

# Who conducts the analysis?

The energy analysis is conducted by a certified professional. In your case, this will be performed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, approved by the Ministry of the Economy to carry out studies and appraisals in the area of rational energy use.

# How does it work?

The diagnostic process is carried out in several stages which require the active participation of the company being studied, as shown in the table below.

| **Role of the examiner** | **Role of the analysed company** |
| --- | --- |
| **Phase 1: first contact** | |
| The examiner contacts the company and explains the process and objectives of the energy analysis. | The company commits itself to the analysis and provides time and resources to dedicate to it as it progresses. |
| **Phase 2: information gathering** | |
| The examiner sends a technical questionnaire to collect as much information as possible prior to the site visit. | The company completes the questionnaire and looks for and collects the information and documents requested. |
| **Phase 3: meeting on site** | |
| The examiner and the company meet on site to discuss the purpose of the procedure, to complete the questionnaire if necessary and to answer any open questions. | |
| **Phase 4: visit and measurements** | |
| The examiner carries out a technical visit to the site and its systems, makes spot measurements, takes photographs and makes sure that he or she has all the elements necessary to complete the analysis. | The company accompanies the examiner during the visit to answer any questions. It guarantees access to its premises and facilities, including equipment rooms, and arranges for the presence of a technician if necessary. |
| **Phase 5: analysis** | |
| The examiner analyses the data collected and determines the company's energy balance, evaluates the level of energy performance and proposes measures for improvement. | The company remains available to clarify any questions the examiner may have. |
| **Phase 6: production of the report** | |
| The examiner completes the analysis and writes a report. | - |
| **Phase 7: presentation of results** | |
| The examiner presents the report and the results of the analysis at the closing meeting. He/she proposes the determined improvement measures to the company. | The company receives the report. During the closing meeting, questions can be asked about the results, and the measures proposed by the examiner discussed. |

# What happens after the analysis is completed?

The report you will receive is a “snapshot” of your company's energy performance at the time the analysis was carried out. You are not obliged to present it to a supervisory authority.

The analysis ends with a list of improvement measures, prioritised according to economic, technical and organisational criteria. Energy performance indicators (EPI) will also be suggested so that you can, on the basis of the study, monitor your consumption independently in a critical and informed manner.

The list of improvement measures and energy performance indicators can then be used to implement effective energy management in your company and reduce your consumption. You are not obliged to undertake any work. The company is free to choose whether it takes any action to avail itself of these options and to implement the measures proposed.

**Your contact for any question:**

|  |  |  |
| --- | --- | --- |
| xxx | xxx | xxx |

**Please send us the attached authorisation, dated and signed, allowing us to consult your consumption data.**

**To energy suppliers and distributors**

**To energy network managers**

**To all concerned**

.............., on .................................. 2023

**Re**: “Potenzialcheck” energy analysis and energy consumption monitoring

Authorisation to consult energy consumption data

Dear Sir or Madam,

Our company **(company name),** based at **(address)**, has undertaken a programme which includes the performance of a study and monitoring of energy consumption.

To this end, we authorise **XXX** to request and consult the energy consumption data on the company and, more specifically, the readings of the following meter(s):

**POD LU…………………………………………………………**

This authorisation loses its validity 2 years after signature.

Thank you for your cooperation.

(Signature and stamp)