EECA 2024 EnMS STARTER PACK

C0 · PACK GUIDE

Pack Guide & Compliance Clock

How the EECA 2024 EnMS Starter Pack fits together — and the statutory deadlines that drive it

Start here. This guide maps every document in the pack to the requirements of the Guidelines on Energy Management System [GP/ST/No.46/2024 (Pind. 1/2026)] and the duties in the Energy Efficiency and Conservation Act 2024 [Act 861] and its Regulations, and sets out the compliance timeline that begins the day Suruhanjaya Tenaga's written notice arrives.

DOCUMENT NO.	REV	ISSUE DATE	PREPARED BY	APPROVED BY
INV-ENMS-C0	1.0	29 July 2026	Innovast Sdn Bhd	Anslem Lim, CEO

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> **DRAFT FOR ADAPTATION** — this template is not regulatory advice. Prepared with reference to GP/ST/No.46/2024 (Pind. 1/2026) (Guidelines on Energy Management System), the Energy Efficiency and Conservation Act 2024 [Act 861] and the Energy Efficiency and Conservation Regulations 2024 [P.U.(A) 466/2024]; sources last verified 18 July 2026. Adapt every field to your organisation before use. Only Suruhanjaya Tenaga can determine compliance with the Act.

Innovast Sdn Bhd

Registered Energy Service Company (ESCO) · ESCO Reg. No. ESCO 327(2023)/76/2024
Company Reg. No. 202201012221 (1457918-M) · Registered with Suruhanjaya Tenaga (Energy Commission Malaysia)
www.innovast.asia · anslem@innovast.asia · +60 12 355 6214

1 Who this pack is for

This pack is for organisations that have received — or expect to receive — Suruhanjaya Tenaga's written notice under section 3(3) of Act 861 designating them an energy consumer to whom the Act applies. The trigger is energy consumption of **21,600 GJ or more over any twelve consecutive months** (regulation 3, Energy Efficiency and Conservation Regulations 2024 [P.U.(A) 466/2024]). Once designated, the organisation must — among other duties — develop and implement an energy management system (EnMS) in accordance with the Commission's guidelines (s.6, Act 861).

Not sure whether the threshold applies to you? Run the free self-assessment at **eeca2024.my** before working through this pack.

2 What the law actually requires

Section 6(1) of Act 861 requires a designated energy consumer to develop an EnMS **within the period prescribed** and to implement it. Two points matter more than any other:

- **The EnMS clock runs from the REM appointment, not from the notice.** Regulation 8 prescribes one year from the date of the appointment of the registered energy manager under regulation 4(1) or 6(1). With the REM due within three months of the notice (reg 4(2)), the practical worst case is roughly fifteen months from notice to a required, working EnMS.
- **The EnMS must follow GP/ST/No.46/2024 (Pind. 1/2026).** Section 6(2) requires development and implementation "in accordance with the guidelines". Developing an EnMS late attracts a fine of up to RM50,000 (s.6(3)); developing one that does not follow the guidelines attracts a fine of up to RM20,000 (s.6(4)).

GP46 structures the EnMS as five components in a continual cycle, with reporting and documentation running throughout (GP46 para. 3.3–3.4):

GP46 component	In practice	Pack documents
Establish Commitment (para. 4)	Top management commitment, management representative, Energy Management Committee, energy management policy	C2 · C3
Assess Performance & Develop Targets (para. 5)	EnMS self-evaluation matrix, internal performance review, boundary and SEUs, 12-month data, baseline and EEI, benchmarking, targets	C1 · C6 · C7 · C10
Develop Action Plan (para. 6)	Strategies from the gap review, ESMs with timelines and estimated savings, financial prioritisation, roles and resources	C8
Implement Action Plan (para. 7)	ESM implementation, operational controls, maintenance and calibration, M&V, motivation, communication, awareness and training	C8 · C9 · C11
Measure Progress & Management Review (para. 8)	Annual internal review, results evaluation, legal-compliance evaluation, management review with endorsed minutes	C3 · C10
Reporting & documentation (ongoing, para. 3.4)	The evidence trail — and the annual EE&C report to the Commission	C4 · C12

3 The compliance clock

Every deadline below is anchored to one of two dates: the date of the Commission's **written notice** under s.3(3) ("Notice"), or the date of the **REM appointment** under reg 4(1) or 6(1) ("Appointment"). Enter your own dates in the right-hand column and diarise the results.

#	Obligation	Deadline	Source	Your date
1	Appoint a registered energy manager (REM)	Within 3 months of Notice	reg 4(2); s.5(1)	
2	Notify the Commission of the appointment (electronic)	On appointment	reg 4(3) / 6(2)	
3	Develop the EnMS in accordance with GP46	Within 1 year of Appointment	reg 8; s.6(1)–(2)	
4	Submit the first EE&C report (via the Commission's online system)	Within 30 days after the expiry of 1 year from Appointment	reg 9(a); s.7(2)	
5	Subsequent EE&C reports	Annually — within 30 days after each successive anniversary of the Appointment (cycle illustrated in GP45 Figure 1; reg 9(b) quoted verbatim in document C4)	reg 9(b); GP45 para. 3.2 Fig. 1	
6	Submit the first energy audit report	Within 1 year of Notice	reg 10(1)(a); s.9(2)	
7	Subsequent energy audit reports	On the fifth year, for every five years from the last submission (exemption application: first 3 months of the fifth year)	reg 10(1)(b), 10(2); s.9(3)	
8	External REM expiry — appoint an internal REM	External appointments end no later than 3 years from Notice	reg 6(1), 6(4)	
9	REM vacancy — notify the Commission; refill internally	14 days to notify; 3 months to refill	reg 7(1)–(2)	

Note on row 5: regulation 9(b)'s drafting ("within thirty days after the expiry of one year from the anniversary date of the appointment") reads awkwardly in isolation; the submission-process timeline in Figure 1 of the Guidelines on Energy Efficiency and Conservation Report [GP/ST/No.45/2024 (Pind. 1/2026), para. 3.2, current revision] illustrates the intended cycle — one year between successive reports, each with a 30-day submission window. Document C4 carries the regulation verbatim alongside this reading.

Read the cascade together: the first EE&C report falls due in the same month the EnMS itself must be complete — and that report must describe the EnMS (s.7(1)(a)). An organisation that leaves the EnMS to month eleven has nothing to report. Working backwards, the Committee, policy, data collection and baseline need to exist by roughly month six after appointment.

4 The documents in this pack

Code	Document	Use it to
C0	Pack Guide & Compliance Clock	Orient the team; diarise the statutory deadlines
C1	EECA EnMS Gap Assessment Checklist	Score your current position (Yes / Partial / No) against every GP46 element and statutory duty; get a readiness band
C2	Energy Management Policy Template	Draft the policy with the four GP46-mandatory commitments built in
C3	Committee & Governance Kit	Appoint the management representative; constitute the Committee; run and minute the meetings and the annual management review
C4	Legal & Obligations Register	Hold every Act 861 / EECR duty with citation, deadline, penalty, owner and status — the legal-compliance evaluation GP46 para. 8.2(g) expects
C5	REM Appointment Checklist	Choose internal vs external appointment; respect the tiering and the caps; manage the three-year window
C6	EnPI / EEI Worksheet (sector-selectable)	Establish the baseline and indicator — SEC path for industry, BEI path for buildings
C7	Energy Data Collection Plan + 12-Month Consumption Tracker (xlsx)	Plan and record the twelve months of consumption, generation and variable data GP46 requires
C8	Action Plan & ESM Register (docx + xlsx)	Turn audit findings into a prioritised, costed, owned action plan with M&V per ESM
C9	Communication, Awareness & Training Plan	Discharge GP46 para. 7.7–7.9 — communication matrix, motivation strategy, training programme
C10	EnMS Self-Evaluation Matrix (xlsx)	Run the GP46 para. 5.2.3(a) maturity self-evaluation at Committee formation and periodically after
C11	Work Procedure & Log Sheet Starters	Seed the operational controls — chiller plant and lighting examples to adapt
C12	EE&C Report Skeleton	Assemble the annual report content in the GP45 structure before entering it in the Commission's online system

5 Suggested sequence

A workable order of attack for a first-cycle EnMS, assuming the REM is appointed at month zero:

Months	Do	Documents
0–1	Score the Gap Assessment Checklist; appoint the management representative; constitute the Committee; run the first self-evaluation matrix	C1 · C3 · C10
1–2	Adopt and display the energy policy; open the obligations register; diarise all deadlines	C2 · C4 · C0
2–5	Stand up the data collection plan; assemble twelve months of bills; define boundary and SEUs; establish the baseline and EnPI	C7 · C6
4–7	Build the action plan from audit findings and the gap review; assign owners and budgets; start quick-win ESMs with M&V plans	C8 · C11
6–10	Run the communication, awareness and training programme; implement operational controls; track ESM progress	C9 · C11 · C8
10–12	Internal review; re-score the checklist and matrix; hold the management review; prepare the EE&C report data pack	C10 · C1 · C3 · C12

6 What this pack is — and is not

- It is a working document set, drafted in the language of the Malaysian regime, for adaptation by your Committee and REM.
- It is structured in alignment with ISO 50001 and international best-practice frameworks including the US DOE 50001 Ready programme, adapted to the requirements of Act 861 and GP/ST/No.46/2024 (Pind. 1/2026). It does not reproduce ISO standard text and implies no endorsement by any foreign programme.
- It is not legal advice, and not a substitute for the guidelines themselves — the Commission's current published guidelines prevail over this pack in every case of doubt.

7 When you want this handled — or automated

Innovast Sdn Bhd is a Registered ESCO with Suruhanjaya Tenaga. We build and operate EnMS programmes for designated consumers end to end: gap assessment, Committee and policy setup, baseline and EnPI development, action plans with IPMVP-grade M&V, EE&C report preparation, and REM provision within the regulation 6 framework.

> **InnoSense — the EnMS that maintains itself.** Our energy management platform tracks consumption against your baseline, watches the EnMS cycle, and keeps the evidence trail the EE&C report needs — year round, automatically. Register interest at **eeca2024.my** or write to **anslem@innovast.asia**.

The complete Starter Pack

This document is one of thirteen working documents in the EECA 2024 EnMS Starter Pack — together they stand up an energy management system that follows GP/ST/No.46/2024 (Pind. 1/2026) and the statutory duties of Act 861.

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