Innovast

EECA 2024 EnMS STARTER PACK

C12 · EE&C REPORT SKELETON

EE&C Report Skeleton

The annual Energy Efficiency and Conservation report content, assembled in the GP/ST/No.45/2024 (Pind. 1/2026) structure — ready for the Commission's online system

The EE&C report is prepared by the REM (s.7(1), Act 861) and submitted by the energy consumer through the Commission's online system (s.7(2); GP45 para. 5). This skeleton mirrors the GP45 para. 4.1 structure so the data pack is complete before anyone logs in — the online system is a place to enter a finished report, not to discover what is missing.

DOCUMENT NO.	REV	ISSUE DATE	PREPARED BY	APPROVED BY
INV-ENMS-C12	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

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1 Timing and roles

- **First report:** within 30 days after the expiry of one year from the REM appointment date (reg 9(a)). Subsequent reports: annually, within 30 days after each successive appointment anniversary — the cycle illustrated in the GP45 Figure 1 submission timeline (para. 3.2); reg 9(b) is quoted verbatim in C4 row D3.
- **The REM prepares and answers for accuracy** (s.5(2)(d)–(e); s.7(1); penalty s.7(3)); **the consumer submits** (s.7(2); penalty s.7(4)). GP45 Figure 1 draws the internal loop explicitly: the REM prepares and hands the report to the energy consumer, the consumer verifies the data, approves (then submits to the Commission) or rejects it back to the REM for rectification. Build that verification step into your calendar — both parties need the same evidence file, and this skeleton is it.
- **Confidentiality:** GP45 para. 5 — information given in the report is kept strictly confidential by the Commission.

2 Report sections (GP45 para. 4.1) — the data pack

2.1 Premise profile (GP45 para. 4.1.1)

Item	Entry
Name of premise	
Address of premise	
Person in charge — name / designation / telephone / e-mail	
REM — name / certificate of registration no. / practising certificate expiry / telephone / e-mail	
Sector and subsector (GP45 Appendix B)	

2.2 Energy information (GP45 para. 4.1.2)

Item	Entry
Energy resources used (First Schedule) with UOM	
Energy used (Second Schedule) with UOM	
Energy supplier(s)	
Account number(s)	
Tariff category / categories	

2.3 Premise operation information (GP45 para. 4.1.3)

Commercial sector	Industry sector
GFA (m²) — per GP45 exclusions · air-conditioned area (m²) · data centre area (m²) · enclosed parking area (m²) · external corridor area (m²)	Types of product · product name(s) · UOM per product (GP45 Appendix B)

2.4 EnMS evidence (GP45 para. 4.1.4; Act s.7(1)(a))

The report describes the EnMS implemented. Attach or summarise: the **Energy Management Policy** (C2 — signed, current) and the **Energy Management Committee** (C3 — structure, membership, meeting record). The description should be consistent with what the minutes and matrix (C10) would show on inspection.

2.5 Energy consumption data (GP45 para. 4.1.5)

Not less than twelve consecutive months per energy and energy resource, **in the original billed UOM** — the online system converts to GJ automatically per GP45 Appendix A. Source: the C7 tracker "Consumption" sheet, verified against bills (GP47 para. 3(e)).

2.6 Production and SEC — industry (GP45 para. 4.1.6)

Twelve months of production quantity per product with the POE used for each (single product ▮ 100%; multiple products ▮ POEs sum to 100% monthly). SEC is auto-calculated by the online system and includes non-production areas. Source: C6 Path A + C7 tracker.

2.7 Variable data (GP45 para. 4.1.7)

Twelve months of the variables that move consumption (shutdown days, cooling degree days, occupancy rate, operating hours) — with the REM's assessment of impact, by regression where useful. Source: C7 tracker "Variable Data" sheet.

2.8 EIP — commercial (GP45 para. 4.1.8)

The online system computes EIP from the drivers the Commission determines (GFA, data-centre IT energy, occupancy, beds, rooms). Your job: clean monthly driver values, consistent with the GFA workings in C6 Path B.

2.9 ESM (GP45 para. 4.1.9)

Part	Content	Source
List of ESM	Every ESM with activity in the reporting period: category (Operation/System/Equipment), type, description, investment cost (RM), status (Proposed / Rejected / In Progress / Completed). A measure reported Completed in a previous report is not reported again.	C8 register — filter by status
Summary of Implemented ESM	Completed ESMs in the period: category, type, description, yearly savings (GJ and RM — estimate acceptable if a full year's actual is not yet available), investment cost, SPP (= investment ÷ yearly savings cost, GP45 Eq. 3), month and year completed.	C8 register — verified savings column

3 Pre-submission checklist

- ☐ Twelve months of consumption complete, no gaps, verified against bills and invoices (GP47 para. 3(e))
- ☐ POE totals 100% each month (industry) / driver data complete for every month (commercial)
- ☐ Policy current and signed; Committee record up to date; management review held and minuted

- ☐ ESM statuses reconciled with the C8 register; completed measures carry savings, cost, SPP, month/year
- ☐ Proposed measures for the coming period entered (s.7(1)(c))
- ☐ REM details current — registration and practising certificate not expired
- ☐ Submission window computed from the REM appointment anniversary (C4 rows D2–D3); submitted via the online system; acknowledgement filed

The annual report is a by-product when the system runs all year. Innovast manages EE&C report preparation and submission end to end, and InnoSense keeps the underlying dataset continuously ready. **eeca2024.my · 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.

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 **(this document)**

Get the complete pack, free: **eeca2024.my/enms-pack** · anslem@innovast.asia · +60 12 355 6214