EECA 2024 EnMS STARTER PACK

C2 · ENERGY POLICY

Energy Management Policy Template

A policy carrying the four commitments GP/ST/No.46/2024 (Pind. 1/2026) makes mandatory — in industry and building variants

GP46 para. 4.4 requires every designated energy consumer to develop an energy management policy containing four specific commitments, documented, promoted, signed by current top management, regularly reviewed, and displayed conspicuously. This template builds those requirements in, so what you adopt is compliant by construction.

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INV-ENMS-C2	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 What GP46 requires of the policy

Four commitments are mandatory content (GP46 para. 4.4.1). The policy must commit the organisation to:

#	Mandatory commitment	Where it appears below
(a)	Continual improvement of energy performance through development of an action plan to achieve EnMS objectives and targets	Commitment bullet 1
(b)	Providing the necessary information, data and resources for the implementation of the action plan	Commitment bullet 2
(c)	Compliance with any other written law	Commitment bullet 3
(d)	Supporting the use, purchase and services of energy-efficient products in new projects, retrofitted and renovated facilities where economically feasible	Commitment bullet 4

Beyond content, GP46 para. 4.4.2–4.4.4 impose four handling duties: the policy must be **documented, implemented and promoted** throughout the organisation; **regularly reviewed** against performance and kept up to date; **signed by the current top management** (re-sign on any change of leadership); and **displayed in a conspicuous part of the premises**, visible to all staff and employees. The signature and review blocks in the template exist to evidence exactly these duties.

2 How to adapt

- Replace every [bracketed] field. Keep the four mandatory commitments in substance — you may reword, add or strengthen, but never delete or dilute them.
- Choose one variant. The industry variant speaks in processes and utilities; the building variant speaks in building systems, BEI and tenants. Delete the variant you do not use.
- Have the Committee adopt the draft, then obtain top management's signature — GP46 assigns policy review and endorsement to top management (para. 4.2(a)(ii)).
- Display it: notice boards, site entrance, intranet. Diarise a review at least annually alongside the management review (C3).

3 Variant A — Industry sector

For manufacturing plants and industrial facilities. Adapt every field.

ENERGY MANAGEMENT POLICY

[Company name] ([Company registration number])

Scope. This policy applies to all facilities, operations and personnel of [Company name] within the energy management system boundary, which covers the whole of the company's facilities at [site address(es)].

Commitment. [Company name] recognises energy as a managed resource and a regulated obligation under the Energy Efficiency and Conservation Act 2024 [Act 861]. The management and all employees commit to:

- Improve energy performance continually, through a documented action plan that sets energy objectives, targets and energy saving measures across our production processes, utilities and facilities, and reviews them against our energy efficiency indicators.
- Provide the information, data and resources — human, technical and financial — required to implement the action plan and to sustain the energy management system.
- Comply with the Energy Efficiency and Conservation Act 2024, its regulations and guidelines, and any other written law applicable to our use of energy.
- Support the purchase and use of energy-efficient products, equipment and services in new projects, retrofits and renovations, and consider energy performance in the design and procurement of significant energy-using systems, where economically feasible.
- Measure and verify the results of energy saving measures, and report energy performance honestly — internally to management and employees, and externally as required by Suruhanjaya Tenaga.

Governance. An Energy Management Committee, chaired by the management representative and supported by the registered energy manager, is responsible for implementing this policy through the energy management action plan, and reports its progress and results to top management.

Review. This policy is reviewed against energy management performance at least at every management review, and is kept up to date. It is displayed in a conspicuous part of the premises, visible to all staff and employees.

Signature:		Effective date:	
Name:		Originally issued:	
Designation:		Last reviewed:	

4 Variant B — Building / commercial sector

For offices, malls, hotels, hospitals, campuses and other buildings. Adapt every field.

ENERGY MANAGEMENT POLICY
[Company name] ([Company registration number])

Scope. This policy applies to all facilities, operations and personnel of [Company name] within the energy management system boundary, which covers the whole of the company's facilities at [site address(es)].

Commitment. [Company name] recognises energy as a managed resource and a regulated obligation under the Energy Efficiency and Conservation Act 2024 [Act 861]. The management and all employees commit to:

- Improve the energy performance of the building continually, through a documented action plan that sets objectives and targets against our Building Energy Intensity and pursues energy saving measures across chiller plant, air-conditioning and mechanical ventilation, lighting, lifts and other building systems.
- Provide the information, data and resources — human, technical and financial — required to implement the action plan and to sustain the energy management system.
- Comply with the Energy Efficiency and Conservation Act 2024, its regulations and guidelines, and any other written law applicable to our use of energy.
- Support the purchase and use of energy-efficient products, equipment and services in fit-outs, retrofits and renovations, and engage tenants and occupants in the efficient use of the building, where economically feasible.
- Measure and verify the results of energy saving measures, and report energy performance honestly — internally to management, staff and tenants, and externally as required by Suruhanjaya Tenaga.

Governance. An Energy Management Committee, chaired by the management representative and supported by the registered energy manager, is responsible for implementing this policy through the energy management action plan, and reports its progress and results to top management.
Review. This policy is reviewed against energy management performance at least at every management review, and is kept up to date. It is displayed in a conspicuous part of the premises, visible to all staff and employees.

Signature:		Effective date:	
Name:		Originally issued:	
Designation:		Last reviewed:	

5 Next step

Once signed and displayed, record the policy in your obligations register (C4, rows for GP46 para. 4.4) and score S3 of the Gap Assessment Checklist (C1) again. Innovast can review your adapted policy at no charge before it goes to signature — **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 **(this document)**
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

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