Sri Lanka

National Energy Efficiency Award 2025

Award for Excellence in Energy Conservation and Management

Guide Book

Sri Lanka Sustainable Energy Authority (SLSEA)

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- **Sri Lanka National Quality Award** (SLNQA) conducted by Sri LankaStandard Institute (SLSI)
- **National Energy Conservation Award** conducted by Bureau of Energy Efficiency of **India**
- The **National Energy Efficiency Award** of **UK** conducted by UK Centre for Economic and Environmental Development (CEED)
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- Japan's **Energy Conservation Grand Prize**
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Award for Excellence in Energy Conservation and Management

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Chapter 1

1. INTRODUCTION & GENERAL GUIDE

Sri Lanka National Energy Efficiency Award (SLNEEA)

Award for Excellence in Energy Conservation and Management

1.1. Sri Lanka Sustainable Energy Authority

Sri Lanka Sustainable Energy Authority (SLSEA) established under the Act No.35 of 2007 of Democratic Socialist Republic of Sri Lanka functions under the purview of the Ministry of Power & Energy. SLSEA has the **Vision** to make an energy secure Sri Lanka and functions with the **Mission** to guide the nation in all its efforts to develop indigenous energy resources and conserve energy resources through exploration, facilitation, research & development and knowledge management in the journey of national development by protecting natural, human and economic wealth by embracing best sustainability practices.

In the journey towards an energy secure Sri Lanka, SLSEA has set six primary goals as increase the renewable share in the primary energy supply, reduce energy waste across all sectors by energy efficiency improvement and conservation, create an environment conducive for a robust pipeline of sustainable energy programmes to make those a strength to the economy, contribute to reduce GHG emissions from energy sector, create a policy framework to provide a fertile soil for sustainable energy programmes and transform the society to an energy conscious society.

1.2. Sri Lanka National Energy Efficiency Award (SLNEEA)

The Sri Lanka National Energy Efficiency Awards competition is the national event conducted by the SLSEA for private and public sector institutions with the aim of recognizing their contribution towards an energy secure Sri Lanka.

Through this programme, SLSEA envisages prompting energy users to embrace many energy efficiency improvement opportunities, made available to them by the SLSEA or by various other sources.

The specific objective of this award is to bestow national recognition to the energy consumers in the sub sectors of manufacturing, services, and healthcare who have made systematic and serious attempts for efficient utilization, conservation and management of energy and have achieved substantial results/benefits during a period under review.

Through this award, it is expected to promote awareness of energy efficiency among energy consumers as an increasingly important element in competitiveness, understanding of the requirements for excellence in energy conservation and management, and sharing of information on successful energy saving measures and the benefits derived from implementation of such measures.

Furthermore, the awards showcase the successful implementation of innovative, cost effective and transferable energy efficiency measures across a range of categories. They cover the full range of energy users, including large and small companies and the public sector.

1.3. Purpose of the Guide Book

The purpose of this Guide Book is to provide the necessary application forms, questionnaires, instructions and guidelines for those entities who wish to apply for the SLNEEA. Detailed information is provided on the Award Application Process. Information on the key dates in the award cycle is also given. It also includes the energy efficiency criteria, the award examination and the scoring system, scoring guidelines and the basis for submitting an award application. Organizations could use the check list for self-assessment of their energy efficiency status and other energy management and conservation purposes.

1.4. Applicant

An applicant for SLNEEA is a separate business entity functioning in certain physical boundaries. Even if the organization is a unit or subsidiary of a group of companies, the unit/ subsidiary need to apply as a separate applicant. When there are number of units or subsidiaries of a group of companies applying for SLNEEA those will be treated as separate applicants.

1.5. Application Requirements

Potential applicants must establish their eligibility in one of the award categories (*see Section 1.6 below*).

Note: As the part of the eligibility determination process, potential applicants must be able to demonstrate that they existed as an organizational unit three (03) years prior to the award application.

Applicants need to submit a completed Energy Efficiency Check List (*see Chapter 5) ,* Application Form (*see Chapter 6)* and the completed Energy Efficiency Questionnaire (*see Chapter 7)* no later than the specified date in the award cycle calendar (*see Chapter 4)*, to SLSEA.

All applicants are required to submit the three documents, Energy Efficiency Checklist, Application Form and the Energy Efficiency Questionnaire as a hard format and a soft format.

1.6. Eligibility Criteria of Applicants & Award Categories

There are fifteen (15) eligibility categories of the award. Any entity located in Sri Lanka for a minimum period of three (03) years prior to the application date may apply for the award. Eligibility for the award is intended to be as open as possible to all entities. Eligibility restrictions and conditions ensure fairness and consistency in definition. State sector or state owned entities, publicly or privately owned, domestic or foreign-owned, joint ventures, incorporated firms, sole proprietorships, partnerships, and holding companies may apply. Award eligibility requirements of three sectors are as follows;

Manufacturing

	Entities or subsidiaries(defined in Section 1.18 on page7) that produce and sell manufactured products or manufacturing processes and those entities that produce agricultural or construction products. {*See industrial Classification System (ICS) Codes on page 56*}.

Services

	Entities or subsidiaries (defined in Section 1.18 on page7) that sell services other than healthcare *(see ICS Codes on page 56). Note: Proper classification of companies that perform both manufacturing and service is determined by the large percentage of sales.*

Health Care

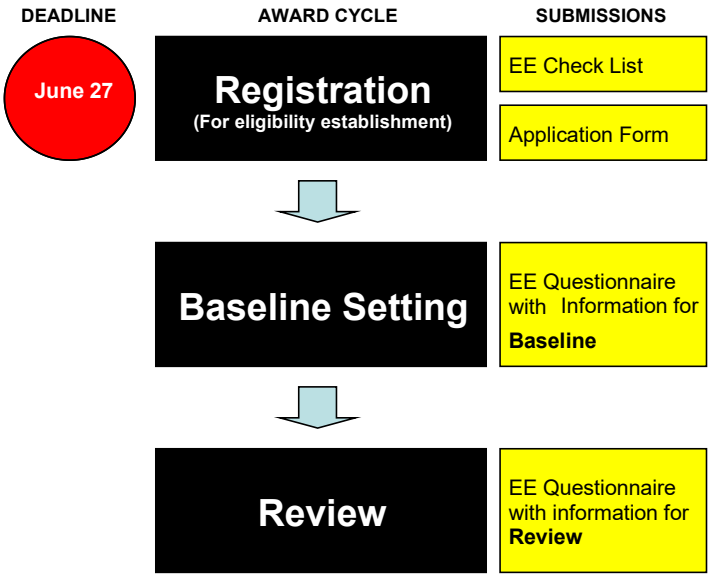
	Entities involved in the service process of health care and related activities are eligible. Eligibility is open to state sector or state owned entities, public, private and foreign organizations - that are located in Sri Lanka. These entities must be engaged primarily in providing medical, surgical, or other health care services directly to people. For example, eligible organizations include hospitals, health maintenance organizations, long-term care facilities, health care practitioners' offices, home health agencies and ambulatory surgery centers.

SECTOR		LARGE	MEDIUM	SMALL
Manufacturing		√	√	√
Services	Hotels	√	√	√
	Commercial buildings	√	√	√
	State sector office buildings	√	√	√
Health care		√	√	√

Award categories include the sectors of **manufacturing**, **services** and **healthcare.** Each sector is categorized as **large**, **medium** and **small** scale. Service sector shall be further subdivided into three sub categories, viz., **hotels**, **commercial buildings** and **public sector office buildings**.

1.7. Award Cycle

Depicted below is the award cycle for the applicants with documents to be submitted along with applicable deadlines.



Award cycle commences with the registration of applicants. The purpose of registration is to establish the eligibility of applicants for the awards for which they are expected to submit three documents; Energy Efficiency Checklist (*see Chapter 5*) ,the Application Form (*see Chapter 6*) and the Energy Efficiency Questionnaire (*see Chapter 7*) on or before deadline mentioned. All relevant evidence documents are required to submit along with the EE questionnaire.

All applicants are required to submit the three documents, Energy Efficiency Checklist, Application Form and the Energy Efficiency Questionnaire as a hard format and a soft format.

All applicants shall be notified in writing of their eligibility (or otherwise with reasons for non-eligibility) by SLSEA.

1.8. Awards

The SLNEEA is a national level award and the responsibility for the award is assigned to SLSEA. Applications are called and the applicant organizations are assessed against well-defined criteria (*see Chapter 2*) and select the award winners.

The award scheme has been formulated to comply with the theme, "the improvement of energy management within the organization should be a result of a self-motivated effort influenced by the competitive advantage and positive image bestowed by the SLNEEA to the organization".

The awards are considered in fifteen (15) categories i.e. three (03) scales in five (05) sectors including the above mentioned sub sectors of manufacturing and service sectors.

Award may be given in each category each year if substantiate submissions are made in respective categories. Award recipients receive a Trophy and a Certificate. In addition to **Award Winners**, **Merit Certificates** recipients may also be selected. Award recipients may publicize and advertise their awards. In addition to publicizing the receipt of the award, recipients are expected to share information about their successful energy conservation and management measures with other Sri Lankan organizations.

The awards will be presented at a national ceremony.

1.9. Award Ceremony

Award will be presented by H E the President of Sri Lanka at a ceremony held at the Bandaranaike Memorial International Conference Hall (BMICH).

Details of the winners will appear in a special supplement being published in national newspapers on a day after the award ceremony.

1.10. The Award Examination

The award examination is based upon energy conservation and energy management excellence criteria. In responding to these criteria, each applicant is expected to provide information and data on the entity's energy efficiency processes and results through the Energy Efficiency Questionnaire (*see Chapter 7*). Information and data submitted must be adequate to demonstrate that the applicant's approaches could be replicated or adapted by other entities.

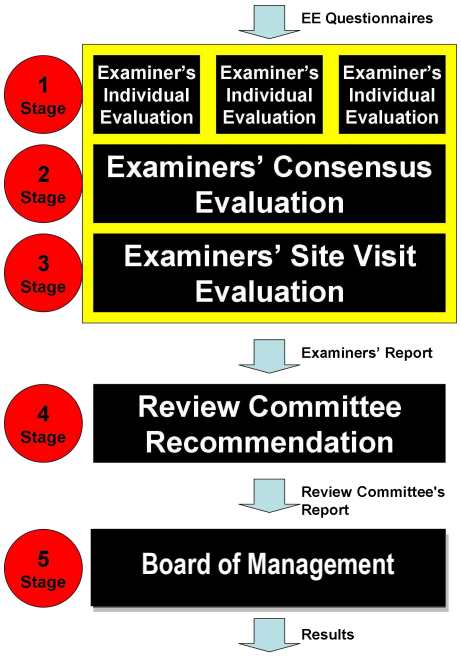
The award examination is designed not only to serve as a reliable basis for making awards but also to permit a diagnosis of each applicant's overall energy efficiency status.

1.11. Application Review

Applications are reviewed and evaluated by members of the **Board of Examiners**, **Review Committee** and the **Board of Management** in a five-stage process.

Examiners are assigned from the Board of Examiners to evaluate applications taking into account the nature of the applicants' businesses and the expertise of the Examiners. Assignments are made in accordance with strict rules regarding conflict of interest.

Five-stage evaluation and review process are as follows;



(I) First Stage - Individual Evaluation

An evaluation of the Energy Efficiency Questionnaire is conducted independently and individually by at least three members of the Board of Examiners and scores are allocated.

(II) Second Stage - Consensus Evaluation

Scores allocated at the first stage are critically reviewed by the examiners as a team and arrive at a consensus score. At the conclusion of the second stage review, the team determines whether the applicant should receive site visits.

(III) Third Stage - Site Visit Evaluation

The team led by a Senior Examiner (Team Leader) conducts an on-site evaluation to verify and clarify the contents of the Energy Efficiency Questionnaire and adjust the scores, as appropriate, given in the stage 2. Then the team develops a report to be submitted to the Review Committee.

Note: The highest scoring candidates for the award undergo site visits by members of the Board of Examiners. The primary objective of site visits are to verify the information provided in the Energy Efficiency Questionnaire and to clarify issues and questions raised during review of the report. Site visit consist primarily of interviews by examiner team and team reviews of pertinent records and data. Applicants are permitted to make an introductory presentation.

(IV) Fourth Stage - Review Committee

The report generated at the end of the third stage and the scores are reviewed by a Review Committee and make recommendations to the Panel of Judges.

(V) Fifth Stage –Board of Management Selects

The Board of Management of SLSEA reviews the recommendations made at the end of the fourth stage and selects the Award Winners and Merit Certificate recipients.

1.12. Board of Examiners

A Team of Examiners who is nominated from the Board of Examiners evaluates an Energy Efficiency Questionnaire received by SLSEA, makes recommendations to the Review Committee and prepares feedback reports. The Board of Examiners consists of energy conservation and management experts primarily from the SLSEA, and also from private and public sectors. Examiners are selected by SEA through a competitive application process and they are expected to have followed a comprehensive energy audit training programme accepted to SLSEA and possess over 5 years of related experience.

The Review Committee consists of members from SLSEA including Director General and Deputy Directors General and also personnel from private and public sector organizations who are recognized as experts in energy conservation and management.

The Board of Management of SLSEA is chaired by the Chairman and consists of the board of directors.

Having evaluated and given scores for an Energy Efficiency Questionnaire, the Leader of the each examining team makes a presentation before the Review Committee with their observations and recommendations. Having reviewed the observations, scores obtained and recommendations made by the Team Leaders, the Review Committee makes its recommendations.

1.13. Steering Committee

The management of SLSEA has the discretion to set up a Steering Committee consisting of competent and skilled personnel for the administration of SLNEEA and to drive the entire award process while demonstrating a high degree of professionalism from the inception.

1.14. Role Model Determination

The SLSEA is responsible for determining that a candidate would be an appropriate role model and therefore should be approved as an award winner. The purpose of this determination is to help ensure that the awards integrity is preserved.

1.15. Feedback to Applicants

All applicants will receive feedback reports at the conclusion of the review process commenting on their strengths and areas for improvement. The feedback is based upon the applicant's responses to the energy conservation and energy management excellence criteria.

The team of examiners prepares a feedback report and submits to the applicant. Applicants could use the feedback reports as a guidance document in their future energy conservation and management activities.

1.16. Award Recipients' Responsibilities and Contributions

Award recipients are required to share information on their successful performance with other Sri Lankan organizations. However, recipients are not required to share proprietary information, even if such information was part of their Energy Efficiency Questionnaire. The principal mechanism for sharing information is the Quest for Excellence in Energy Efficiency Conference.

1.17. Quest for Excellence in Energy Efficiency Conference

Quest for Excellence in Energy Efficiency, the official conference of the National Energy Efficiency Award, provides a forum for SLNEEA recipients to share their exceptional performance and practices with other organizations. Quest for Excellence in Energy Efficiency will showcase the sublime features of the award recipients and will provide learning points for future aspirants.

Participants will have the opportunity to ask questions from the award recipients. This one day conference is designed to maximize learning and networking opportunities.

1.18. Subsidiaries

For purposes of the SLNEEA application, a subsidiary will be taken to mean an actual subsidiary, business unit, division, or like organization. In the Manufacturing,Healthcare and Service categories, subsidiaries of a company are eligible for the award. The following application conditions apply for subsidiary units;

- The subsidiary must have existed three (03) years prior to the award application date.
- The subsidiary must have a clear definition of organization as reflected in corporate literature, e.g. Organization charts, administrative manuals, and annual reports. That is the unit must function as a business entity, not as a collection of activities aggregated for purpose of writing an award application.

1.19. Future Eligibility for Re-awards

There is no restriction whatsoever for award winning organizations to re-apply for awards in subsequent years as the evaluation is mainly based on the incremental improvement of specific energy consumption with respect to the baseline conditions established. However, evaluation criteria and the scoring system have been designed in such a way that due consideration will be given to past energy efficiency performance too.

1.20. Non-Disclosure

Names of applicants, individual applications, commentary, and scoring information developed during the review of applications and questionnaires are regarded as proprietary and are kept confidential. Such information is available only to those individuals directly involved in the evaluation and application distribution processes. Board of Examiners are assigned to applications following strict conflict of interest rules and receive no information regarding the content or status of applications to which they are not assigned. Even after the completion of the evaluation process, the names of the applicants will not be disclosed unless they win an award or a merit certificate.

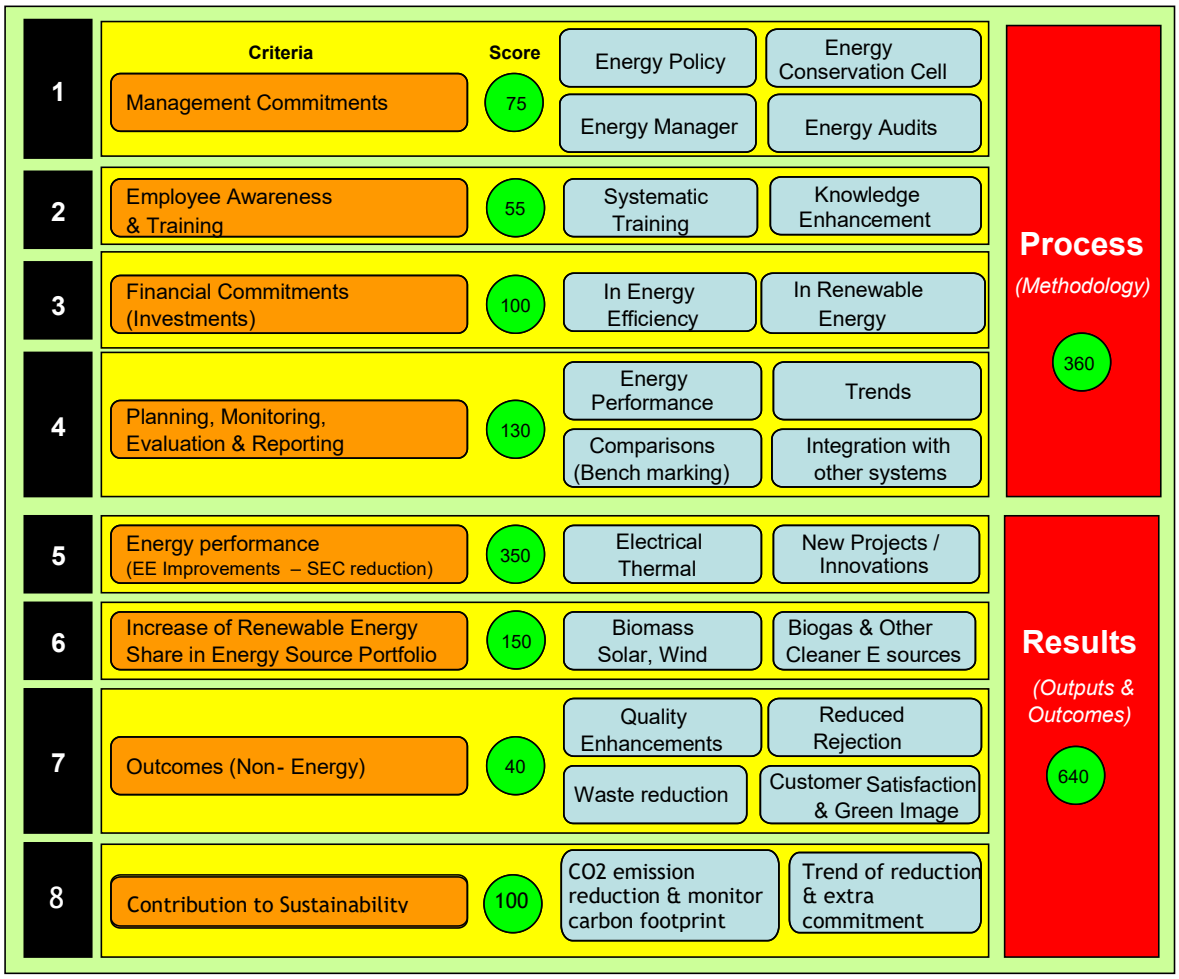
Chapter 2

2. EVALUATION CRITERIA

Sri Lanka National Energy Efficiency Award (SLNEEA)
Award for Excellence in Energy Conservation and Management

2.1. Rationale

The evaluation criteria have been formulated to comply with the underlying theme of the award scheme, "the improvement of energy management within the organization should be a result of a self-motivated effort influenced by the competitive advantage and positive image bestowed by the SLNEEA to the organization". The purpose of evaluation criteria is not only to serve as a reliable basis for making awards but also to permit a diagnosis of each applicant's overall energy efficiency status.



2.2. Criteria

Eight elements evaluation criterion is broadly classified into “Process” and “Results”. “Process" consisting of 4 criteria refers to the methods an organization adopts in implementing energy efficiency programmes. The four criteria of the process are;

1. Management commitment towards energy efficiency - Understanding the importance of energy efficiency for the organization’s competitive advantage and positive image and transforming this understanding to a workable programme by way of establishing an energy efficiency policy, assigning priorities to energy efficiency projects, allocating resources, carrying out regular energy audits, etc.

2. Employee awareness & training on energy efficiency - Quantity and the quality of manpower which means deploying adequate number of people, enhancing their competencies by training them on energy efficiency, making all employees aware on the importance and best practices of energy efficiency, etc.

3. Financial commitments for energy efficiency &renewable energy projects– Investments made on energy efficiency improvements, energy conservation, and renewable energy sources.

4. Planning, monitoring, evaluation & reporting of energy efficiency & renewable energy projects – Energy performance monitoring, monitoring the trend with historical data, comparison of energy performance with similar entities or competitors (internal and external benchmarking), target setting and integration energy efficiency with other performance systems such as safety, environment, etc.

“Results" consisting of 4 criteria refers to the organization's ‘outputs’ and ‘outcomes’ in achieving energy efficiency. The three criteria of the results are;

5. Energy performance in terms of improved energy efficiency & reduction of specific energy consumption – Through general housekeeping measures, best practices, retrofitting inefficient equipment and new projects in the usage of electrical as well as thermal energy.

6. Increase of Renewable Energy share in energy source portfolio – Use of renewable energy such as solar, wind, hydro, biomass, biogas and other cleaner energy sources and gradual reduction of dependence on non-renewable energy sources.

7. Non-energy outcomes as a result of improved energy efficiency – Enhanced competitiveness through customer satisfaction due to enhanced quality of products or service, reduced rejection, waste reduction and green image.

8. Contribution to Sustainability – Understanding the importance of establishing a system for monitor carbon foot print and CO_2 emission reduction.

Of four criteria of results, No 5 and 6 are treated as outputs while No 7 and 8 are treated as outcome.

2.3. Rationale for Score Allocation

A score of 360 has been assigned to the process and a score of 640 has been assigned to the results which makes the total score of 1000.

In process criteria, the 4th criteria has been assigned the highest with 130 score in view of its relative importance. Planning, monitoring, evaluation & reporting of energy efficiency & renewable energy projects are considered as the key to success in energy efficiency.

In results criteria, the 5th criteria has been assigned with 350 score in view of its much greater importance. This is the highest score assigned as it is the most important criteria of all. Also the 6th criteria has been assigned a higher score of 150 considering the increasing trend of the country for renewable energy. The criteria no 8th has

been introduced with 100 score considering the importance of carbon foot print.

2.4. Energy Efficiency Questionnaire

Energy Efficiency Questionnaire (see Chapter 7) has been designed by taking the evaluation criteria described before as the basis and with the objective of obtaining the sufficient information of applicants on their energy efficiency projects and programmes enabling the Board of Examiners to conduct a rigorous evaluation.

Chapter
3

3. SCORING SYSTEM

Sri Lanka National Energy Efficiency Award (SLNEEA)
Award for Excellence in Energy Conservation and Management

The scoring of responses to Criteria and award applicant feedback are based on two evaluation dimensions: (1) Process and (2) Results. Award applicants need to furnish information along with the evidence documents relating to these dimensions. Specific factors for these dimensions are described below. Scoring guidelines are given on pages 15 & 16.

3.1. Process

“Process" refers to the methods your organization uses and improves to address the Criteria 1 - 4. The four factors used to evaluate process are Approach, Deployment, Learning, and Integration (ADLI).

“Approach" refers to

- the methods used to accomplish the process
- the appropriateness of the methods to the criteria
- the effectiveness of the use of the methods
- the degree to which the approach is repeatable and based on reliable data and information (i.e., systematic)

“Deployment" refers to the extent to which

- the approach is applied in addressing criteria relevant and important to your organization
- the approach is applied consistently
- the approach is used by all appropriate areas or work units

“Learning" refers to

- refining the approach through cycles of evaluation and improvement
- encouraging breakthrough change to the approach through innovation
- sharing refinements and innovations with other relevant work units and processes in the organization

“Integration" refers to the extent to which

- the approach is aligned with the organizational needs in other Process Criteria
- the measures, information, and improvement systems are complementary across processes and work units
- the plans, processes, results, analyses, learning, and actions are harmonized across processes and work units to support organization-wide goals

3.2. Results

“Results" refers to the organization's ‘outputs’ and ‘outcomes’in achieving the Criteria 5 - 7. The four factors used to evaluate results are Levels, Trends, Comparisons, and Integration (LeTCI).

"Levels" refers to

- the current level of energy efficiency performance

"Trends" refers to

- the rate of the energy efficiency performance improvements or the sustainability of good energy efficiency performance (i.e., the slope of trend data)
- the breadth (i.e., the extent of deployment) of the energy efficiency performance results

"Comparisons" refers to

- the energy efficiency performance relative to appropriate comparisons, such as competitors or similar organizations
- the energy efficiency performance relative to benchmarks or industry leaders

"Integration" refers to the extentto which

- the results measures address important customer, product and service, market, process, and action plan of energy efficiency performance requirements identified in the Results Criteria
- the results include valid indicators of future energy efficiency performance
- the results are harmonized across processes and work units to support organization-wide goals

3.3. Criteria Classification and Scoring Dimensions

Criteria are classified according to the kinds of information and data expected to furnish relative to the two evaluation dimensions given above.

The two types of Criteria are designated as

1 Process
2 Results

In Process Criteria, Approach, Deployment, Learning, and Integration are linked to emphasize that descriptions of approach should always indicate the deployment-consistent with the specific requirements of the Criterion. As processes mature, their description also should indicate how cycles of learning (including innovation), as well as integration with other processes and work units, occur. Although the ADLI factors are linked, feedback to award applicants reflects strengths and opportunities for improvement in any or all of these factors.

Results Criteria call for data showing energy efficiency performance Levels, Trends, and relevant Comparisons for key measures and indicators of organizational energy efficiency performance, and Integration with key organizational requirements. Results Criteria also call for data on the breadth of the energy efficiency performance results reported. This is directly related to deployment and organizational learning; if improvement processes are widely shared and deployed, there should be corresponding results. A score for a Results Criterion is thus a composite based on overall energy efficiency performance, taking into account the four results factors (LeTCI).

3.4. Importance as a Scoring Consideration

The two evaluation dimensions described previously are central to evaluation and feedback. A critical consideration in evaluation and feedback is important for the reported processes and results.

3.5. Assignment of Scores to the Responses

The following guidelines should be observed in assigning scores to Criteria responses.

- All areas to address should be included in the Criteria response. Also responses should reflect what is important to the organization.
- In assigning a score to a Criterion, first decide which scoring range (e.g. 50 percent to 65 percent) is more descriptive of the organization's achievement level as presented in the Criterion response. "Most descriptive of the organization's achievement level" can include some gaps in one or more of the ADLI (Process) factors or the LeTCI (Results) factors for the chosen scoring range. An organization's achievement level is based on a holistic view of either 4 processes or 4 results factors in aggregate and not on a tallying or averaging of independent assessment against each of the 4 factors. Assigning the actual score within the chosen range requires evaluating whether the Criterion response is closer to statement in the next higher or next lower scoring range.
- A Process Criterion score of 50 percent represents an approach that meets the overall requirements of the Criterion, that is deployed consistently and to most work units, that has been through some cycles of improvement and learning, and addresses the key organizational needs. Higher scores reflect greater achievement, demonstrated by broader deployment, significant organizational learning, and increased integration.
- A Results Criterion score of 50 percent represents a clear indication of good level of energy efficiency performance, beneficial trends, and appropriate comparative data for the results areas covered in the Criterion and important to the organization's business or mission. Higher scores reflect better trends and levels of energy efficiency performance, and broader coverage and integration with the requirements of the business or mission.

3.6. Scoring Guidelines

For use with Criteria 1- 4

Score	Process
0% or 5%	• No systematic approach to Process Criterion is evident; information is anecdotal (A) • Little or no deployment of any systematic approach is evident (D) • An improvement orientation is not evident; improvement is achieved through reacting to problems (L) • No organizational alignment is evident; individual areas or work units operate independently (I)
10%, 15%, 20%, or 25%	• The beginning of a systematic approach to the basic requirements of the Process Criterion is evident (A) • The approach is in the early stage of deployment in most areas or work units, inhibiting progress in achieving the basis requirements of the Process Criterion (D) • Early stages of transition from reacting to problems to a general improvement orientation are evident (L) • The approach is aligned with other areas or work units largely through joint problem solving (I)
30%, 35%, 40%, or 45%	• An effective, systematic approach, responsive to the basic requirements of the Process Criterion is evident (A) • The approach is deployed, although some areas or work units are in the early stage of deployment (D) • The beginning of systematic approach to evaluation and improvement is evident (L) • The approach is in the early stage of alignment with the basic organizational needs identified in response to the Process Criteria (I)
50%, 55%, 60%, or 65%	• An effective, systematic approach, responsive to the overall requirements of the Process Criterion is evident (A) • The approach is well deployed, although deployment may vary in some areas or work units (D) • A fact based, systematic evaluation and improvement and some organizational learning, including innovation, are in place for improving the efficiency and effectiveness of the Process Criterion (L) • The approach is aligned with the organizational needs identified in response to the Process Criteria (I)
70%, 75%, 80%, or 85%	• An effective, systematic approach, responsive to the multiple requirements of the Process Criterion is evident (A) • The approach is well deployed, with no significant gaps (D) • A fact based, systematic evaluation and improvement and organizational learning, including innovation, are key management tools; there is a clear evidence of refinement as a result of organizational-level analysis and sharing (L) • The approach is integrated with the organizational needs identified in response to the Process Criteria (I)
90%, 95%, or 100%	• An effective, systematic approach, fully responsive to the multiple requirements of the Process Criterion is evident (A) • The approach is fully deployed without significant weaknesses or gaps in any area or work units (D) • A fact based, systematic evaluation and improvement and organizational learning through innovation are key organization-wide tools; refinement and innovation, backed by analysis and sharing, are evident through out the organization (L) • The approach is well integrated with the organizational needs identified in response to the Process Criteria (I)

For use with Criteria 5 - 7

Score	Results
0% or 5%	• There are no energy efficiency performance results and/or poor results in areas reported (Le) • Trend data either are not reported or show mainly adverse trends (T) • Comparative information is not reported (C) • Results are not reported for any areas of importance to the accomplishment of the organization's mission (I)
10%, 15%, 20%, or 25%	• A few energy efficiency performance results are reported, and early good energy efficiency performance levels are evident in a few areas (Le) • Some trend data are reported, with some adverse trends evident (T) • Little or no comparative information is reported (C) • Results are reported for a few areas of importance to the accomplishment of the organization's mission (I)
30%, 35%, 40%, or 45%	• Good energy efficiency performance levels are reported for some areas of importance to the Results Criterion (Le) • Some trend data are reported, and the majority of the trends presented are beneficial (T) • Early stages of obtaining comparative information are evident (C) • Results are reported for many areas of importance to the accomplishment of the organization's mission (I)
50%, 55%, 60%, or 65%	• Good energy efficiency performance levels are reported for most areas of importance to the Results Criterion (Le) • Beneficial trends are evident to the accomplishment of the organization's mission (T) • Some current energy efficiency performance levels have been evaluated against relevant comparisons and/or benchmarks and show areas of good relative energy efficiency performance (C) • Energy efficiency performance results are reported for most areas of importance to the accomplishment of the organization's mission (I)
70%, 75%, 80%, or 85%	• Good to excellent energy efficiency performance levels are reported for most areas of importance to the Results Criterion (Le) • Beneficial trends have been sustained over a time in most areas of importance to the accomplishment of the organization's mission (T) • Many to most trends and current energy efficiency performance levels have been evaluated against relevant comparisons and/or benchmarks and show areas of leadership and very good relative energy efficiency performance (C) • Energy efficiency performance results are reported for most areas of importance to the accomplishment of the organization's mission and they include some projections of the future energy efficiency performance (I)
90%, 95%, or 100%	• Excellent energy efficiency performance levels are reported for most areas of importance to the Results Criterion (Le) • Beneficial trends have been sustained over a time in all areas of importance to the accomplishment of the organization's mission (T) • Evidence of industry and benchmark leadership is demonstrated in many areas (C) • Energy efficiency performance results fully address the areas of importance to the accomplishment of the organization's mission and they include some projections of the future energy efficiency performance (I)

Chapter
4

4. CALENDAR OF EVENTS

Sri Lanka National Energy Efficiency Award (SLNEEA)
Award for Excellence in Energy Conservation and Management

Event No	Year	Date	Event
1	2025	27 June	Deadline for calling applications
2		11 July	Selection notice for eligibility
3		23 -27 June	First sitting of evaluation committee
4		07 July	Commencement of the examination process
5		15 July - 15 Sep	Site visit evaluations
6		16 - 30 Sep	Finalizing marks with evaluation committee
7		08 Oct - 10 Oct	Presenting to the review committee
8		13 Oct - 17 Oct	Review Committee approval
9		by 30 Oct	Final approval from Board of Management
10		November	Award Ceremony
11		November	Post-award special paper supplement publishing award winners
12		December	Conference-Quest for excellence in Energy efficiency
13		Dec - Jan	Feedback report to applicants
14		Jan	Review of the award process and making recommendation for the next year award

In case of a date falls on a holiday or a weekend, very next working day shall be treated as the date in lieu.

Chapter 5

5. ENERGY EFFICIENCY SELF-ANALYSIS CHECK LIST

Sri Lanka National Energy Efficiency Award (SLNEEA)
Award for Excellence in Energy Conservation and Management

Instructions for the applicant

- *Please tick (√) the appropriate cage □*
- *Please see the abbreviations at the end of this checklist*

The check list below shall enable you to make a self assessment about the present status of energy efficiency in your facility and would guide you to achieve higher efficiencies.

5.1. Electrical energy

	Possibility for energy saving	Yes	No	N/A
1	Are you sure that you have obtained the best possible electricity tariff from CEB?			
2	Do you have a proper house keeping programme (minimizing idle time, etc.) with respect to the electricity consuming machines and equipment?			
3	Do you have a proper maintenance programme with respect to the electricity consuming machines and equipment?			
4	Do you have a programme to replace inefficient electricity consuming machines and equipment?			
5	Do you have an idea about the efficiencies of electricity consuming machines & equipment (motors, etc.)?			
6	Do you use high efficiency motors (HEM)?			
7	Have you matched electrical motor capacities to loads (correct sizing of motors)?			
8	Do you use variable speed drives (VSD) for variable loads?			
9	Do you use soft-starters in your electrical motors?			
	Electrical Power Demand Management			
10	Do you know your Plant Load Factor LF (ratio between energy delivered - kWh and the maximum demand - kVA)?			
11	Do you have a control over the operation of non-critical electrical loads that are not directly contributing to the production?			
12	Do you start-up your electrical loads simultaneously at the beginning of the day or after a power failure?			
13	Have you introduced soft starters for large electrical motors?			
14	Have you carried out a load test of your standby generator to understand the fuel consumption and the kWh generating cost?			
15	Is there a possibility to control your maximum electrical power demand by			

	using your standby generator (Peak Clipping)?			
	Power Factor Correction			
16	Do you know your Plant Power Factor?			
17	Have you corrected your Plant Power Factor?			
	If yes;			
18	Is it individual correction of motors?			
19	Is it centrally corrected?			
20	Is it a combination of individual correction of motors and central correction?			
21	Do you maintain your Power Factor Correction system?			

5.2. Lighting

	Possibility for energy saving	Yes	No	N/A
1	Do you still use incandescent bulbs?			
2	Do you still use T12 linear fluorescent lamps?			
3	Do you use T8 linear fluorescent lamps?			
4	Do you use T5 linear fluorescent lamps?			
5	Do you use compact fluorescent lamps (CFL)?			
6	Do you still use Electromagnetic Ballasts for linear fluorescent lamps?			
7	Do you use Electronic Ballasts for linear fluorescent lamps?			
8	Do you use Metal Halide lamps (MH)?			
9	Do you use High Pressure Sodium lamps (HPS)?			
10	Do you use Low Pressure Sodium lamps (LPS)?			
11	Do you use LED lamps?			
12	Do you match the light level to visual requirements?			
13	Does your switching arrangement & switch locations allow the individual control (on/off) of lamps?			
14	Do you have a proper maintenance and house keeping arrangement (regular fixture cleaning, etc.) for the lighting system?			
15	Do you use natural lighting?			
16	Do you use time, occupancy, daylight based control mechanisms?			
17	Do you use task lighting?			
18	Do you use efficient lighting fixtures / Luminaires?			
19	Do you de-lamp after retrofitting of reflectors?			
20	Are bulbs left on even when lighting is no longer essential?			

5.3. Air Conditioning

	Possibility for energy saving	Yes	No	N/A
1	Did you consider the requirements for air conditioning at the time of building design?			
2	Do you have a control of Solar radiation (direct and indirect) into your air conditioned space?			
3	Have you either eliminated or reduced the glazed window areas on the west exposure?			
4	Did you consider the requirements for air conditioning at the time of deciding your building orientation?			
5	Do you have either thicker or insulated walls on the west exposure?			
6	Do you have double glazed windows?			
7	Do you have shading devices for glazed areas?			
8	Do you have insulated roofs?			

9	Do you have lighter colours for roof and walls?			
10	Have you ventilated the attic spaces of your building?			
11	Have you avoided the possibility of thermal bridging?			
12	Do you have proper sealing arrangements to minimize air infiltration?			
13	Have you controlled inflow of outside air into your air conditioned space?			
14	Have you minimized the leakage of conditioned air to the external environment?			
15	Do you have air-locking arrangements at main entrances?			
16	Have you controlled the internal heat gains due to office equipment such as computers, Photo copiers, Fax machines, Refrigerators, Cooking & heating equipment, Motors, etc. in your air conditioned space?			
17	Do you know the Coefficient of Performance (COP) or the Energy Efficiency Ratio (EER) of your air conditioners?			
18	Is the COP of your air conditioners below 2.7?			
19	Is the EER of your air conditioners below 9.2?			
20	Do you have Central Air Conditioning systems that are more energy efficient than small individual systems?			
21	Do you have Water Cooled Air Conditioning systems that are more energy efficient than air cooled systems?			
22	If you have a water cooled system, do you control the pH of water?			
23	If you have a water cooled system, do you control the hardness of water?			
24	Do you use individual air conditioning units for air conditioning needs with shorter & different period of operating time?			
25	Do you use central air conditioning units for air conditioning needs with uniform loading & same operating hours?			
26	Is there a possibility to reduce the condenser temperature of air conditioning units?			
27	Is there a possibility to increase the temperature of the air conditioned space without compromising the human comfort?			
28	Are your air conditioners equipped with Energy Efficient Inverter Technology?			

5.4. Pumps

	Possibility for energy saving	Yes	No	N/A
1	Do you know the efficiency of your pumps?			
2	Do your pump motors are efficient?			
3	Is it possible to operate your pumps during off-peak times?			
4	Do you use holding tanks to equalize flow over production cycle?			
5	Do you have bypass loops in your pumping system?			
6	Do you have unnecessary flows in your pumping system?			
7	Do you have large enough pipes in your pumping system to minimize flow losses?			
8	Did you match your pumps to loads?			
9	Do you have highly variable loads?			
10	Do you use parallel pumps for highly variable loads?			
11	Do you have throttle valves?			
12	Do you have speed controlling mechanisms for variable loads?			
13	Do you have belt drives to couple pumps to motors?			
14	Do you have direct couplings (pumps to motors)?			
15	Do you carry out proper maintenance?			

5.5. Compressors

	Possibility for energy saving	Yes	No	N/A
1	Do you operate your compressors at the lowest possible pressure?			
2	Do you operate your compressors at their full loads?			
3	Do you have varying pressure (high & low) needs of your operation?			
4	Do you use variable speed drives?			
5	Do you use separate high pressure compressors for high pressure needs?			
6	Do you use separate low pressure compressors for low pressure needs?			
7	Do you use separate small capacity compressors for small capacity needs?			
8	Have you prevented compressed air leaks?			
9	Is your compressor intake air temperature high?			
10	Is your compressor intake air moist?			
11	Do you use compressed air for cooling purposes?			
12	Do you use compressed air operated hand tools?			
13	Do you carry out proper maintenance?			
14	Is your compressed air system very large?			
15	If your compressed air system is very large, do you have arrangements / facility for waste heat recovery?			

5.6. Fans & Blowers

	Possibility for energy saving	Yes	No	N/A
1	Do you have large enough ducts to minimize flow losses?			
2	Do you have throttle valves & dampers?			
3	Do you have variable speed drives?			
4	Do you have belt drives to couple fans / blowers to motors?			
5	Do you have direct couplings (fans / blowers to motors)?			
6	Do you carry out proper maintenance?			

5.7. Thermal energy

	Possibility for energy saving	Yes	No	N/A
1	Is there a possibility switch over to a cheaper fuel?			
2	Is the insulation of high temperature equipment adequate?			
3	Have you taken all measures to minimize waste of thermal energy?			
4	Have you taken all measures to recover waste heat?			

5.8. Boilers

	Possibility for energy saving	Yes	No	N/A
1	Do you use the cheapest fuel that can be burnt in your boiler?			
2	If you use liquid fuel, do you maintain the right temperature of fuel?			
3	If you use liquid fuel, do you maintain the right pressure of fuel?			

4	If you use solid fuel, do you reduce the moisture content to the minimum possible level?			
5	If you use solid fuel, do you reduce the size of fuel pieces to the minimum possible level?			
6	Do you tune the burner?			
7	Do you maintain the correct air-to-fuel ratio in burning?			
8	Do you maintain the correct draft at the stack?			
9	Do you operate your boiler at the rated capacity?			
10	Do you operate your boiler at the rated pressure?			
11	Do you maintain the correct fuel feeding rate?			
12	Do you maintain the correct blow down rate?			
13	Does the insulation of the boiler and steam distribution system adequate?			
14	Do the steam traps of the steam distribution system work properly?			
15	Have you prevented the air leaks of the boiler?			
16	Do you have a condensate recovery system?			
17	Do you have arrangements / facilities to recover waste heat?			
18	Do you carry out proper boiler water treatment?			
19	Do you carry out only external water treatment (using softeners)?			
20	Do you carry out only internal water treatment (using chemicals)?			
21	Do you carry out both external & internal water treatment?			

5.9. Dryers

	Possibility for energy saving	Yes	No	N/A
	Material in			
1	Do you have thermal drying?			
	If yes;			
2	Do you have possibilities to dry your product by mechanical means instead of thermal drying?			
3	Is there a possibility to adopt other forms of drying instead of thermal drying?			
4	Is it the minimum particle size possible of your products to be dried?			
	Material out			
5	Can you ensure that your product is not over-dried?			
6	Can you ensure that your product is not under-dried?			
	Air in			
7	Can you ensure that you have the right quantity of air intake to the dryer?			
8	Can you ensure that you have the right temperature of air intake to the dryer?			
9	Is there a possibility to pre-heat intake air?			
10	Can you ensure that you have the right humidity of air intake to the dryer?			
11	Can you ensure that you have a uniform flow of air intake to the dryer?			
12	Can you ensure that you have the right quantity of air intake to the dryer?			
	Air out			
13	Do you have arrangements / facilities to recover waste heat?			
14	Can you ensure that you have the lowest temperature possible of exhaust air?			
15	Can you ensure that you have the highest humidity possible of exhaust			

	air?			
16	Is there a possibility for exhaust air re-circulation?			
17	Is there a possibility for the heat recovery of exhaust air?			
	Heat in			
18	If burning of fuel is taking place as the heat source of your dryer, do you have the highest possible combustion efficiency?			
19	If the steam is used as the source of heat, do you have a proper steam and condensate management system?			
20	If the hot air is used as the heating medium, do you have the right temperature of hot air?			
	Insulation			
21	Do you have the right type of insulation?			
22	Do you have the right thickness of insulation?			
23	Do you have right protection for insulation?			
	Air leaks			
24	Have you prevented the loss of hot air through leaks?			
25	Have you prevented fresh air entering the dryer through leaks?			
	Other possibilities			
26	Do you know the efficiency of your dryer?			
27	Is there a possibility to replace your dryer with a high efficiency dryer?			
28	If you use fuel as the source of energy and hot air as the heating medium through heat exchanging process, is there a possibility of direct firing of fuel and use the exhaust as the heating medium?			
29	Is there a possibility of using solar energy for air pre-heating?			

Shaded rows indicate inefficient practices

5.10. Declaration

I declare that the information provided herein are true and correct to the best of my knowledge and understanding.

…… ……..
Date Signature of Highest-Ranking Official

☐ Mr ☐ Mrs ☐ Ms ☐ Dr
Name: ……
Title: ……
Address: ……
……
Telephone Number: ……
Fax Number: ……
E-mail: ……

***Submission**: Completed Energy Efficiency Check List must be post marked or hand delivered along with the Application Form no later than the specified date in the calendar in Chapter 4, to* SLSEA*. This check list may be copied and attached to, or bound with, other application materials.*

Abbreviations

CEB	-	*Ceylon Electricity Board*
CFL	-	*Compact Fluorescent Lamp*
HEM	-	*High Efficiency Motor*
kWh	-	*Kilo Watt Hour*
LF	-	*Load Factor*
N/A	-	*Not applicable*
VSD	-	*Variable Speed Drive*

Chapter
6

6. APPLICATION FORM

Sri Lanka National Energy Efficiency Award (SLNEEA)
Award for Excellence in Energy Conservation and Management

(See Chapter 8 for detailed instructions)

This form may be copied and attached to, or bound with, other application materials

---

Instructions for the applicant

- *Please fill in the blanks where applicable*
- *Please attach the relevant support documents*
- *Please strike-off inappropriate word/s where applicable*
- *Please tick (√) the appropriate cage or cages where applicable* □

6.1. Applicant

Official Name:
(in English) ……
(in Sinhala) ……
(in Tamil) ……

Head Office Address: ……
……
……

Factory Address: ……
……
……

6.2. Highest-Ranking Official

Name: ……

☐ Mr ☐ Mrs ☐ Ms ☐ Dr

Title: ……

Address: ……
……
……

Telephone Number: ……
Fax Number: ……
E-mail: ……

6.3. Contact Point

Name: ……

☐ Mr ☐ Mrs ☐ Ms ☐ Dr

Title: ……

Address: ……

……

……

Telephone Number: ……

Fax Number: ……

E-mail: ……

6.4. Alternate Contact Point

Name: ……

☐ Mr ☐ Mrs ☐ Ms ☐ Dr

Title: ……

Address: ……

……

……

Telephone Number: ……

Fax Number: ……

E-mail: ……

6.5. Applicant Status(Check one)

Has the applicant officially or legally existed for at least three years prior to the Award Application date?

☐ Yes ☐ No

6.6. Award Category (Check only one category as appropriate)

Sector		
Manufacturing		
Services	Hotels	
	Commercial buildings	
	State sector office buildings	
Healthcare		

6.7. Industrial Classification

List up to three of the most descriptive three-or four-digit ISIC codes. (See page 56 for ISIC codes)

a. …… b. …… c. ……

6.8. Size and Location of Applicant

a. Total number of employees: ……..

b. For the preceding fiscal year:

- Check one financial descriptor: ☐ Sales ☐ Revenue ☐ Budget
- Check amount: ☐ Up to LKR 1Mn
  ☐ From LKR 1Mn to LKR 10 Mn
  ☐ From LKR 10 Mn to LKR 100 Mn
  ☐ From LKR 100 Mn to LKR 1 Bn
  ☐ Over LKR 1 Bn

c. In the event the applicant receives an award, can the applicant make available sufficient personnel and documentation to share its practices at the Quest for Excellence in Energy Efficiency Conference?

☐ Yes ☐ No

d. Attach a line and box organization chart for the applicant. In each box, include the name of each subsidiaries and its head.

6.9. Subsidiaries

(*If the applicant is a subsidiary, please proceed to question)*

a. Is the applicant _____ a larger parent or system? *(Check all that apply)*

☐ a subsidiary of ☐ a unit of ☐ owned by
☐ a division of ☐ a like organization of
☐ controlled by ☐ administered by

b. Parent organization:
Name: ……..……
Address: ……..……..
……..……..
……..……..
Name of the highest-ranking official: ……
Title: ……
Number of employees of the parent: …….

c. Briefly describe the major functions provided to the applicant by the parent or by other subsidiaries of the parent. Examples of such functions include but are not limited to strategic planning, business acquisition, research and development, data gathering and analysis, human resources, legal services, finance or accounting, sale/marketing, supply chain management, global expansion, information and knowledge management, education/training programs, information systems and technology services, curriculum and instruction, and academic program coordination/development.

……...
……...
……...

d. Is the applicant self-sufficient enough to respond to all SLNEEA criteria?

☐ Yes ☐ No (Briefly explain)

……...
……...
……...

e. Provide the name and date of the official document (e.g., annual report, organization literature, press release, etc.) supporting the sub unit designation. Attach relevant portions of the document showing clear definition of the applicant as a discrete entity.

Name: …… Date: ……

f. Briefly describe the organizational structure and relationship to the parent.

Attach line and box organization chart(s) showing the relationship of the applicant to the highest management level of the parent, including all intervening levels. In each box, include the name of the subsidiaries and its head.

g. Is the applicant's product or service unique within the parent organization? (Check one)

☐ Yes ☐ No

If "No", do other subsidiaries within the parent provide the same products or services to a different customer base? (Check one)

☐ Yes ☐ No

If neither of the boxes in "g" is checked "Yes", complete 1,2 and 3 below.

1 Provide a brief description of how the market and product(s) or service(s) are similar.

……...
……...
……...

2 Indicate the organizational relationships of all subsidiaries that provide similar or identical products or services, including the approximate sales, revenues, or budgets for each.

……...
……...
……...

3 Describe how the applicant is different from its parent and other subsidiaries of the organization (e.g., market, location, name)

……...
……...
……...

h. Was the applicant independent prior to being acquired, and does it continue to operate independently under its own identity?

☐ Yes ☐ No

Note: If eligibility is based on the subsidiary being independent prior to being acquired and continuing to operate independently under its own identity, provide a copy of an official document to support this response.

6.10. Commitment, Self-Certification Statement & Signature of the Highest-Ranking Official

We understand that this application will be reviewed by the members of the Board of Examiners.

Should our organization be selected for a site visit, we agree to facilitate an open and unbiased examination.

If our organization is selected to receive an award, we agree to share non-proprietary information on our successful energy efficiency performance with other Sri Lankan organizations.

I state and attest that;

1 I have reviewed the information provided by my organization in this application.

2 To the best of my knowledge, no untrue statement of a material fact is contained in this application, and no omission of a material fact has been made in this application.

3 Based on the information herein and the current eligibility requirements for the SLNEEA, my organization is eligible to apply.

4 I understand that at any time during the award process cycle, if the information is found not to support eligibility, my organization will no longer receive consideration for the award and will receive only a feedback report.

5 In the event my organization wins the Award/Merit Certificate, I will tag the year of the Award ***/*** year of the Merit Certificate whenever I brand the winning the award in activity of any nature in relation to my company.

…… ……..
Date Signature of Highest-Ranking Official

Name: ……
☐ Mr ☐ Mrs ☐ Ms ☐ Dr
Title: ……
Address: ……
……
……
Telephone Number: ……
Fax Number: ……
E-mail: ……

Submission*: Completed Application Form must be post marked or hand delivered no later than the specified date in the calendar in Chapter 4, to* SLSEA*. This form may be copied and attached to, or bound with, other application materials.*

Chapter 7

7. ENERGY EFFICIENCY QUESTIONNAIRE

Sri Lanka National Energy Efficiency Award (SLNEEA)
Award for Excellence in Energy Conservation and Management

(See Chapter 9for detailed instructions)

This questionnaire may be copied and attached to, or bound with, other application materials

Instructions for the respondent

- *Please fill in the blanks where applicable*
- *Please provide the support documents where applicable*
- *Please strike-off inappropriate word/s where applicable*
- *Please tick (√) the appropriate cage or cages where applicable* □
- *Please see the abbreviations at the end of this questionnaire*

7.1. Energy Utilization Equipment

Indicate the energy utilization equipment in your facility.

Electrical		Thermal	
Lights		Steam Boilers	
Air conditioners		Hot water Boilers	
Fans, blowers & other ventilation equipment		Thermal Fluid heaters	
Office equipment such as computers, photo copiers, etc.		Dryers	
Fridges, freezers, etc.		Furnaces	
Kitchen equipment		Kilns	
Laundry equipment		Generators	
Lifts, escalators, etc.		Others (Please specify)	
Pumps		……	
Compressors		……	
Chillers		……	
Heaters		……	
Motors		……	
Others (Please specify)		……	
……		……	

7.2. Source of Energy

Indicate the sources of energy used in your facility (excluding transport)

1	Electricity	☐			
2	Fossil Fuel	☐			
			Diesel	☐	
			Furnace Oil	☐	
			Kerosene	☐	
			LPG	☐	
			Coal	☐	
			Other	☐	……
3	Biomass	☐			
			Firewood	☐	
			Saw dust	☐	
			Paddy husk	☐	
			Bagasse	☐	
			Coconut shell	☐	
			Other	☐	……
4	Hydro	☐			
5	Solar	☐			
6	Wind	☐			
7	Other	☐	……		

7.3. Management Commitment to Energy Efficiency *(Score – 75)*

Provide the answers to the below questions by checking the appropriate cage

	Question	Baseline Stage Date: 31.12.2023			Review Stage Date: 31.12.2024		
		Yes	No	N/A	Yes	No	N/A
1	Do you have an Energy Efficiency Policy?						
2	Does your organization have an Energy Conservation Cell?						
3	Have you appointed an Energy Manager?						
4	Do you carry out Energy Audits in your facility?						

If '**Yes**' is the answer to Question 1, attach a copy of the energy policy.

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 2

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 3

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....
.....	.....

Describe If '**Yes**' is the answer to Question 4

Baseline Stage				Review Stage			
Date of Audit	Recommendations given	Implementation		Date of Audit	Recommendations given	Implementation	
		Yes	No			Yes	No
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....

7.4. Employee Awareness & Training on Energy Efficiency *(Score – 55)*

Provide the answers to the below questions by checking the appropriate cage.

	Question	Baseline Stage Date: 31.12.2023			Review Stage Date: 31.12.2024		
		Yes	No	N/A	Yes	No	N/A
1	Have you assigned sufficient manpower to energy efficiency related activities?						
2	If yes, have you trained such manpower in energy conservation & management?						
3	Have you created awareness among the employees on the importance of energy efficiency?						

Describe if '**Yes**' is the answer to Question 1

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....
.....	.....

If '**Yes**' is the answer to Question 2, Describe and attach the copies of training certificates.

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....
.....	.....

If '**Yes**' is the answer to Question 3, Describe the methods used and frequency of the programs.

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....
.....	.....

7.5. Financial Commitment to Energy Efficiency *(Score – 100)*

Provide the answers to the below questions by checking the appropriate cage

Question		Baseline Stage Date: 31.12.2023			Review Stage Date: 31.12.2024		
		Yes	No	N/A	Yes	No	N/A
1	Have you invested on energy efficiency projects?						
2	Have you invested on renewable energy projects?						

Describe if '**Yes**' is the answer to Question 1

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 2

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

7.6. Planning, Monitoring, Evaluation & Reporting*(Score – 130)*

Provide the answers to the below questions by checking the appropriate cage

Question		Baseline Stage Date: 31.12.2023			Review Stage Date: 31.12.2024		
		Yes	No	N/A	Yes	No	N/A
1	Do you set energy efficiency targets?						
2	Do you monitor energy efficiency trends using historical data?						
3	Do you compare your energy performance with that of similar entities?						
4	Do you integrate energy performance with other performances such as environment, quality, safety, etc.?						

Describe if '**Yes**' is the answer to Question 1

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 2

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 3

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 4

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

7.7. Energy Performance*(Score – 350)*

7.7.1. Monthly Energy Consumption

Indicate the monthly energy consumption for 2023 and 2024 in your facility (excluding transport) as appropriate. Attach copies of an electricity and fuel bills.

Month	Source of Energy						
	Electricity, kWh/month	Solid fuel, kg/month	Liquid fuel, l/month			Gaseous Fuel, kg/month	Other …….. ……
Jan-23							
Feb-23							
Mar-23							
Apr-23							
May-23							
Jun-23							
Jul-23							
Aug-23							
Sep-23							
Oct-23							
Nov-23							
Dec-23							
Jan-24							
Feb-24							
Mar-24							
Apr-24							
May-24							
Jun-24							
Jul-24							
Aug-24							
Sep-24							
Oct-24							
Nov-24							
Dec-24							

7.7.2. Monthly Energy Cost

Indicate the monthly energy cost for 2023 and 2024 in your facility (excluding transport) as appropriate.

Month	Source of Energy						
	Electricity cost, Rs.	Solid fuel cost, Rs.	Liquid fuel cost, Rs			Gaseous Fuel cost, Rs	Other …….. ……
Jan-23							
Feb-23							
Mar-23							
Apr-23							
May-23							
Jun-23							
Jul-23							
Aug-23							
Sep-23							
Oct-23							
Nov-23							
Dec-23							
Jan-24							

Feb-24							
Mar-24							
Apr-24							
May-24							
Jun-24							
Jul-24							
Aug-24							
Sep-24							
Oct-24							
Nov-24							
Dec-24							

7.7.3. Monthly Average Output (Production or Services)

Indicate the average of monthly output in your facility during the period mentioned below as appropriate.

Type of Output		Description	Units	Baseline Stage Period: **01.01.2023 - 31.12.2023**	Review Stage Period: **01.01.2024 - 31.12.2024**
				Output Quantity	Output Quantity
1	Manufacturing	……	……	……	……
		……	……	……	……
		……	……	……	……
2	Services (Buildings)	……	m^2 Floor Area	……	……
		……	……	……	……
		……	……	……	……
	Services (Hotels)	……	m^2 of Gross Floor Area including the area of swimming pool	……	……
		……	Occupied Rooms	……	……
		……	……	……	……
3	Healthcare	……	Patient days	……	……
		……	……	……	……
		……	……	……	……

Indicate the monthly output in your facility during the period mentioned below as appropriate.

Month	Type of output					
	Product 1	**Product 2**	**Product 3**	**Product 4**	**Product 5**	**Product 6**
Jan-23						
Feb-23						
Mar-23						
Apr-23						
May-23						
Jun-23						

Jul-23						
Aug-23						
Sep-23						
Oct-23						
Nov-23						
Dec-23						
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
Jul-24						
Aug-24						
Sep-24						
Oct-24						
Nov-24						
Dec-24						

7.7.4. Specific Energy Consumption - Electrical (SEC)

By using the average monthly output and average monthly energy consumption stated above, calculate and then indicate below the specific energy consumption - electrical in your facility during the mentioned period as appropriate.

Type of Output		Units	Baseline Stage Period::**01.01.2023 - 31.12.2023**	Review Stage Period: **01.01.2024 - 31.12.2024**
			SEC	SEC
1	Manufacturing	kWh per ……	……..	……..
		kWh per ……	……..	……..
		kWh per ……	……..	……..
2	Services	kWh per ……	……..	……..
		kWh per ……	……..	……..
		kWh per ……	……..	……..
3	Healthcare	kWh per patient day	……..	……..
		kWh per ……	……..	……..
		kWh per ……	……..	……..

Some examples of "Units" of specific energy consumption - electrical;

Manufacturing

Tea industry	-	kWh per kg of Made Tea
DC industry	-	kWh per kg of Desiccated Coconut
Tile industry	-	kWh per 1,000 Tiles
Garment industry	-	kWh per 5,000 m of Thread Cones used
	-	kWh per earned h
Ceramics industry	-	kWh per MT of Raw Materials
	-	kWh per MT of Products
	-	kWh per Piece
	-	kWh per m^2 (for Ceramic Tiles)
Rubber industry	-	kWh per MT of Rubber

Services
- Buildings
  - kWh per m^2 floor area (FA)
  - kWh per 1,000 m^2 per Daily Operating Hour (Known as Building Power)
- Hotels
  - kWh per m^2 of Gross Floor Area (GFA) including the area of swimming pool
  - kWh per Occupied Room (OR)

Healthcare
- Hospitals
  - kWh per Patient Day

7.7.5. Specific Energy Consumption - Thermal (SEC)

By using the average monthly output and average monthly energy consumption stated above, calculate and then indicate below the specific energy consumption - thermal in your facility during the mentioned period as appropriate.

Type of Output		Units	Baseline Stage Period: **01.01.2023 - 31.12.2023**	Review Stage Period: **01.01.2024 - 31.12.2024**
			SEC	SEC
1	Manufacturing	…….. per ……	……..	……..
		…….. per ……	……..	……..
		…….. per ……	……..	……..
2	Services	…….. per ……	……..	……..
		…….. per ……	……..	……..
		…….. per ……	……..	……..
3	Healthcare	…….. per patient day	……..	……..
		…….. per ……	……..	……..
		…….. per ……	……..	……..

Some examples of "Units" of specific energy consumption - thermal;

Manufacturing
- Tea industry
  - kg of Firewood per kg of Made Tea
  - Liters of Furnace Oil per kg of Made Tea
  - Liters of Diesel per kg of Made Tea
- DC industry
  - kg of Firewood per kg of Desiccated Coconut
  - Liters of Furnace Oil per kg of Desiccated Coconut
- Tile industry
  - kg of Firewood per 1,000 Tiles
- Garment industry
  - Liters of Diesel per 5,000 m of Thread Cones used
- Ceramics industry
  - Liters of Furnace Oil per MT of Raw Materials
  - kg of LPG per MT of Products
  - Liters of Furnace Oil per Piece
  - kg of LPG per m^2 (for Ceramic Tiles)
- Rubber industry
  - kg of Firewood per MT of Rubber
  - Liters of Furnace Oil per MT of Rubber

Services
- Buildings
  - Liters of Diesel per m^2
  - Liters of Diesel per 1,000 m^2 per Daily Operating Hour (Known as Building Power)

Hotels	-	Liters of Furnace Oil per m^2 of Gross Floor Area (GFA) including the area of swimming pool
	-	Liters of Furnace Oil per Occupied Room (OR)
Healthcare		
Hospitals	-	Liters of Furnace Oil per Patient Day

7.7.6. Energy Efficient Improvement Projects

Provide the information of electrical energy efficiency projects implemented from 01st January 2019 to 31st December 2024 .

Project Description		Duration		Cost Benefit	Units	Amount
		Start date	End date			
1	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving	kWh	……
				Annual financial saving	LKR	……
2	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving	kWh	……
				Annual financial saving	LKR	……
3	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving	kWh	……
				Annual financial saving	LKR	……
4	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving	kWh	……
				Annual financial saving	LKR	……
5	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving	kWh	……
				Annual financial saving	LKR	……
6	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving	kWh	……
				Annual financial saving	LKR	……

Provide the information of thermal energy efficiency projects implemented from 01st January 2019 to 31st December 2024.

Project Description		Duration		Cost Benefit	Units	Amount
		Start date	End date			
1	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving		……
				Annual financial saving	LKR	……
2	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving		……
				Annual financial saving	LKR	……
3	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving		……
				Annual financial saving	LKR	……

4	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving		……
				Annual financial saving	LKR	……
5	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving		……
				Annual financial saving	LKR	……
6	…… …… ……	……	……	Investment	LKR	……
				Annual energy saving		……
				Annual financial saving	LKR	……

Thermal energy savings in the form of kg of Firewood, Liters of Diesel / Furnace Oil, or in kJ.

7.8. Renewable Energy Share in Energy Source Portfolio*(Score – 150)*

Provide the answers to the below questions by checking the appropriate cage.

Question		Baseline Stage Date: 31.12. 2023			Review Stage Date: 31.12.2024		
		Yes	No	N/A	Yes	No	N/A
1	Do you use renewable energy sources?						
2	Do you set renewable energy targets (as a percentage of your total energy requirement)?						

Describe if '**Yes**' is the answer to Question 1

Baseline Stage	Review Stage
…… …… ……	…… …… ……

Describe if '**Yes**' is the answer to Question 2

Baseline Stage	Review Stage
…… …… ……	…… …… ……

7.9. Non-Energy Outcome*(Score – 40)*

Provide the answers to the below questions by checking the appropriate cage

Question		Baseline Stage Date: 31.12. 2023			Review Stage Date: 31.12.2024		
		Yes	No	N/A	Yes	No	N/A
1	Is your product / service "Quality" enhanced as a result of higher energy efficiencies?						
2	Is your product / service "Rejection Rate" reduced as a result of higher energy efficiencies?						
3	Is your "Waste" reduced as a result of higher energy efficiencies?						
4	Is your "Customer Satisfaction" enhanced as a result of higher energy efficiencies?						
5	Is your "Green Image" enhanced as a result of higher energy efficiencies?						

Describe if '**Yes**' is the answer to Question 1

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 2

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 3

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 4

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 5

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

7.10. Contribution to Sustainability *(Score – 100)*

Provide the answers to the below questions by checking the appropriate cage.

	Question	Baseline Stage Date: 31.12. 2023			Review Stage Date: 31.12.2024		
		Yes	No	N/A	Yes	No	N/A
1	Do you establish a system to monitor carbon footprint?						
2	Do you monitor CO_2 emission reduction trends using historical data?						
3	Do you have any extra commitments for CO_2 emission reduction?						

Describe if '**Yes**' is the answer to Question 1

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 2

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

Describe if '**Yes**' is the answer to Question 3

Baseline Stage	Review Stage
.....	.....
.....	.....
.....	.....

7.11. Declaration

I declare that the information provided herein are true and correct to the best of my knowledge and understanding.

…… ……..
Date Signature of Highest-Ranking Official

☐ Mr ☐ Mrs ☐ Ms ☐ Dr
Name: ……
Title: ……
Address: ……
……
……
Telephone Number: ……
Fax Number: ……
E-mail: ……

***Submission**: Completed Energy Efficiency Questionnaire must be post marked or hand delivered no later than the specified date in the calendar in Chapter 4, to* SLSEA*. This form may be copied and attached to, or bound with, other application materials.*

Abbreviations

DC	-	*Desiccated Coconut*
FA	-	*Floor Area*
GFA	-	*Gross Floor Area*
kg	-	*Kilo gram*
kJ	-	*Kilo Joules*
kW	-	*Kilo Watt*
kWh	-	*Kilo Watt Hour*
l	-	*Liter*
LKR	-	*Sri Lanka Rupees*
LPG	-	*Liquefied Petroleum Gas*
m^3	-	*Cubic meter*
MT	-	*Metric Ton*
N/A	-	*Not Applicable*
OR	-	*Occupied Rooms*
SEC	-	*Specific Energy Consumption*

Chapter
8

8. INSTRUCTIONS TO FILL THE APPLICATION FORM

(in Chapter 6)

Sri Lanka National Energy Efficiency Award (SLNEEA)

Award for Excellence in Energy Conservation and Management

8.1. Applicant

Provide the applicant's name, (in **English, Sinhala and Tamil)** which will be used to make the role model determination (Award Winner).

8.2. Highest-Ranking Official

Provide the necessary contact information requested for the applicant's highest-ranking official.

8.3. Contact Point

Please designate a person who is knowledgeable about the organization, its structure and energy efficiency aspect of the organization and who will be available to answer inquiries after submission of the application form.

8.4. Alternate Contact Point

In the event that the Contact Point is not available, an Alternate Contact Point will be needed to answer questions or convey a message to the Contact Point. Designate a person who is available after submission of the Application Form.

8.5. Applicant Status

Indicate whether or not the applicant has existed for at least three years prior to Award application date.

8.6. Award Category

Award categories include the sectors of manufacturing, services and healthcare. Service sector shall be further subdivided into three sub categories, viz., hotels, commercial buildings and public sector office buildings.

8.7. Industrial Classification

Using the three or four-digit ICS codes listed on page 56, provide up to three codes that best describe the applicant's products and/or services.

8.8. Size and Location of Applicant

a.Provide the total number of employees as of award application date.

b.Check the appropriate financial descriptor (sales, revenues, or budgets) and the appropriate range for the preceding fiscal year.

c. Check the appropriate response.

d. Attach a line and box organization chart for the applicant. In each box, include the name of the unit/division and its head.

8.9. Subsidiaries

If the applicant is a subsidiary of a larger organization, then responses to 9a through 9h are required; otherwise, go to question 10.

a. Check the appropriate response.

b.Provide the name and address of the parent organization and the name and title of the highest-ranking official of the highest ownership level of the parent organization. Provide the number of employees of the parent, including all subsidiaries. Do not include joint ventures.

c.Briefly describe the major functions provided to applicant by the parent or by other subsidiaries of the parent.

d.Check the appropriate response to indicate the applicant's ability to respond to all SLNEEA criteria.

e.Provide the name and date of the official document (and a copy of relevant portions) showing clear definition of the applicant as a discrete entity.

f.Briefly describe the applying subsidiary's organizational structure and management links to the parent.

Note: Attach a line and box organization chart(s) showing the relationship of the applicant to the highest management level of the parent, including the intervening levels. In each box, include the name of the unit/division and its head.

g.Check the appropriate responses. If neither of the boxes is checked "Yes" (1) provide a brief description of how the market and product(s) or service(s) are similar; (2) indicate the organizational relationships of all units that provide similar or identical products or services, including the approximate sales, revenues, or budgets for each; and (3) describe how the applicant if different from its parent and the other subsidiaries of the organization (e.g. market, location, name).

h.All business subsidiaries regardless of parent size: Check the appropriate response.

8.10. Commitment, Self-Certification Statement & Signature of the Highest-Ranking Official

Please read this section carefully. Provide the signature of the applicant's highest-ranking official. Type the person's name, title, address, and telephone number below the signature, as indicated.

The signature of the highest-ranking official indicates that the applicant agrees to the terms and conditions stated therein.

This signature also acknowledges that the answers provided are accurate and also certifies that the applicant is eligible based on the requirements for the SLNEEA.

If the applicant's organization is selected for a site visit and an Examiner discovers that one or more of the responses in the application are inaccurate, the applicant will no longer be eligible for the Award. The applicant will be eligible for feedback on its organization, however.

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Chapter
9

9. INSTRUCTIONS TO FILL THE ENERGY EFFICIENCY QUESTIONNAIRE

(in Chapter 7)

Sri Lanka National Energy Efficiency Award (SLNEEA)
Award for Excellence in Energy Conservation and Management

Purpose - The purpose of this chapter is to provide eligible applicants with instructions for preparing the Energy Efficient Questionnaire.

Objective - The objective of the Energy Efficiency Questionnaire is for the applicant to provide sufficient information to enable the Board of Examiners to conduct a rigorous evaluation. Information is required on the applicant's energy management system and on the results of its processes. All information provided is considered confidential.

9.1. Energy Utilization Equipment

Indicate the electrical and thermal energy utilization equipment / appliances / machines in your facility by checking relevant cages. If you possess electrical and thermal energy utilization equipment / appliances / machines other than the list provided, write them down in the blanks.

9.2. Source of Energy

Indicate the sources of energy used in your facility (excluding transport) by checking relevant cages. If you use sources of energy other than the list provided, write them down in the blanks.

9.3. Management Commitment to Energy Efficiency

Provide the answers to the questions by checking the appropriate cage (Yes, No, N/A) under baseline or review stage as appropriate while indicating the respective date. If the answer is '**Yes**' to any question, describe your answer in detail in the space provided under each question and provide the support documents.

9.4. Employee Awareness & Training on Energy Efficiency

Provide the answers to the questions by checking the appropriate cage (Yes, No, N/A) under baseline or review stage as appropriate while indicating the respective date. If the answer is '**Yes**' to any question, describe your answer in detail in the space provided under each question and provide the support documents.

9.5. Financial Commitment to Energy Efficiency

Provide the answers to the questions by checking the appropriate cage (Yes, No, N/A) under baseline or review stage as appropriate while indicating the respective date. If the answer is '**Yes**' to any question, describe your answer in detail in the space provided under each question.

9.6. Planning, Monitoring, Evaluation & Reporting

Provide the answers to the questions by checking the appropriate cage (Yes, No, N/A) under baseline or review stage as appropriate while indicating the respective date. If the answer is '**Yes**' to any question, describe your answer in detail in the space provided under each question.

9.7. Energy Performance

9.7.1. Monthly Average Energy Consumption

Indicate the monthly average energy consumption in your facility (excluding transport) during the period mentioned in the table as appropriate. In case of fuel, indicate the type of fuel in the space provided.

9.7.2. Monthly Energy Cost

Indicate the monthly energy cost during the period mentioned in the table in your facility (excluding transport) as appropriate.In case of liquid fuel, indicate the type of fuel in the space provided.

9.7.3. Monthly Average Output (Production or Services)

Indicate the monthly average output in your facility during the period mentioned in the table as appropriate. Name your output and indicate the unit in the space provided. Where the units are already given, indicate the output only in the units provided.

9.7.4. Specific Energy Consumption - Electrical (SEC)

Divide the average monthly electrical energy consumption (Section 7.1) by the average monthly output (Section 7.3) and then indicate the result which is the specific energy consumption - electrical in your facility during the period mentioned in the table as appropriate. Also fill the blanks of units as per the examples given below.

Some examples of "Units" of specific energy consumption - electrical are given below;

Manufacturing		
Tea industry	-	kWh per kg of Made Tea
DC industry	-	kWh per kg of Desiccated Coconut
Tile industry	-	kWh per 1,000 Tiles
Garment industry	-	kWh per 5,000 m of Thread Cones used
Ceramics industry	-	kWh per MT of Raw Materials
	-	kWh per MT of Products
	-	kWh per Piece
	-	kWh per m^2 (for Ceramic Tiles)
Rubber industry	-	kWh per MT of Rubber
Services		
Buildings	-	kWh per m^2 Floor Area (FA)
	-	kWh per 1,000 m^2 per Daily Operating Hour (Known as Building Power)
Hotels	-	kWh per m^2 of Gross Floor Area (GFA) including the area

		of swimming pool
	-	kWh per Occupied Room (OR)
Healthcare		
Hospitals	-	kWh per Patient Day

9.7.5. Specific Energy Consumption - Thermal (SEC)

Divide the average monthly thermal energy consumption (Section 7.1) by the average monthly output (Section 7.3) and then indicate the result which is the specific energy consumption - thermal in your facility during the period mentioned in the table as appropriate. Also fill the blanks of units as per the examples given below.

Some examples of "Units" of specific energy consumption - thermal are given below;

Manufacturing		
Tea industry	-	kg of Firewood per kg of Made Tea
	-	Liters of Furnace Oil per kg of Made Tea
	-	Liters of Diesel per kg of Made Tea
DC industry	-	kg of Firewood per kg of Desiccated Coconut
	-	Liters of Furnace Oil per kg of Desiccated Coconut
Tile industry	-	kg of Firewood per 1,000 Tiles
Garment industry	-	Liters of Diesel per 5,000 m of Thread Cones used
Ceramics industry	-	Liters of Furnace Oil per MT of Raw Materials
	-	kg of LPG per MT of Products
	-	Liters of Furnace Oil per Piece
	-	kg of LPG per m^2 (for Ceramic Tiles)
Rubber industry	-	kg of Firewood per MT of Rubber
	-	Liters of Furnace Oil per MT of Rubber
Services		
Buildings	-	Liters of Diesel per m^2
	-	Liters of Diesel per 1,000 m^2 per Daily Operating Hour (Known as Building Power)
Hotels	-	Liters of Furnace Oil per m^2 of Gross Floor Area (GFA) including the area of swimming pool
	-	Liters of Furnace Oil per Occupied Room (OR)
Healthcare		
Hospitals	-	Liters of Furnace Oil per Patient Day

9.7.6. Energy Efficient Improvement Projects

Provide the information (Investment in LKR, Annual Energy Saving in kWh and Annual Financial Saving in LKR) of electrical energy efficiency projects implemented in your facility from the period mentioned in the table as appropriate.

Also separately provide the information (Investment in LKR, Annual Energy Saving in relevant units and Annual Financial Saving in LKR) of thermal energy efficiency projects implemented in your facility from the period mentioned in the table as appropriate.Units of thermal energy savings could be in the form of kg of Firewood, Liters of Diesel / Furnace Oil, or kJ.

9.8. Renewable Energy Share in Energy Source Portfolio

Provide the answers to the questions by checking the appropriate cage (Yes, No, N/A) under baseline or review stage as appropriate while indicating the respective date. If the answer is '**Yes**' to any question, describe your answer in detail in the space provided under each question.

9.9. Non-Energy Outcome

Provide the answers to the questions by checking the appropriate cage (Yes, No, N/A) under baseline or review stage as appropriate while indicating the respective date. If the answer is '**Yes**' to any question, describe your answer in detail in the space provided under each question.

9.10. Contribution to Sustainability

Provide the answers to the questions by checking the appropriate cage (Yes, No, N/A) under baseline or review stage as appropriate while indicating the respective date. If the answer is '**Yes**' to any question, describe your answer in detail in the space provided under each question.

9.11. Declaration

Please read this section carefully.

Provide the signature of the applicant's highest-ranking official. Type the person's name, title, address, and telephone number below the signature, as indicated. This signature also acknowledges that the answers provided are accurate.

The signature of the highest-ranking official indicates that the applicant agrees to the terms and conditions of the SLNEEA.

If the applicant organization is selected for a site visit and an Examiner discovers that one or more of the responses in the application are inaccurate, the applicant will no longer be eligible for the Award. The applicant will be eligible for feedback on its organization, however.

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Chapter
10

GLOSSARY OF KEY TERMS

Sri Lanka National Energy Efficiency Award (SLNEEA)
Award for Excellence in Energy Conservation and Management

This glossary of key terms defines and briefly describes terms used throughout this booklet that are important to energy efficiency.

Action Plans

- Specific actions that respond to short and long term strategic objectives.
- Action plans include details of resource commitments and time horizons for accomplishment.

Alignment

- "Alignment' refers to consistency of plans, processes, information, resource decisions, actions, results, and analysis to key organization wide goals.
- Effective alignment requires common understanding of purpose, and goals.
- It also requires the use of complementary measures and information for planning, tracking, analysis, and improvement at three levels; the organizational level, the key process level, and the work unit level.

Analysis

- An examination of facts and data to provide a basis for effective decisions.
- Analysis often involves the determination of cause-effect relationships.
- Overall organizational analyses guide the management of work systems and work processes toward achieving key business results and towards attaining strategic objectives.
- Despite their importance, individual facts and data do not usually provide an effective basis for actions or setting priorities.
- Effective actions depend on an understanding of relationships, derived from analysis of facts and data.

Anecdotal

- The term "anecdotal" refers to process of information that lacks specific methods, measures, deployment mechanisms, and evaluation, improvement, and learning factors.
- Anecdotal information frequently uses examples and describes individual activities rather than systematic process.

Approach

- The term “approach” refers to the methods used by an organization to address the energy efficiency criteria item requirements.
- Approach includes the appropriateness of the methods to the item requirements and the effectiveness of their use.

Baseline

- Baseline data is basic information gathered before an energy efficiency program begins. It is used later at the review stage to provide a comparison for assessing program impact.

Benchmarks

- The term “benchmarks” refers to processes and results that represent best practices and performance for similar activities, inside or outside an organization’s industry.
- Organizations engage in benchmarking to understand the current dimension of world-class performance and to achieve discontinuous (non-incremental) or “breakthrough” improvement.
- Benchmarks are one form of comparative data.
- Other comparative data organizations might use include industry data collected by a third party (frequently industry averages, data on competitors’ performance, and comparison with similar organizations that are in the same geographic area or that provide similar products and services in other geographic areas.

Customers

- Actual or potential end users of your products.
- Immediate purchasers or users such as distributors, agents, organizations that further process your product as a component of their product.
- Customers of your competitors.

Deployment

- The term “deployment” refers to the extent to which an approach is applied in addressing the requirement of energy efficiency criteria items.
- Deployment is evaluated on the basis of the breadth and the depth of application of the approach to relevant areas or work units through out the organization.

Effective

- How well a process or a measure addresses its intended purpose.
- Determining effectiveness requires;
- The evaluation of how well the process is aligned with the organization’s needs and how well the process is deployed.
- The evaluation of the outcome of the measure used.

Energy Audit

- An energy audit is an inspection, survey and analysis of energy flows in a building, process or system with the objective of understanding the energy dynamics of the system under study.
- Typically an energy audit is conducted to seek opportunities to reduce the amount of energy input into the system without negatively affecting the output(s).

Energy Conservation Cell

- A dedicated unit or division of the organization focusing on and responsible for energy efficiency aspects.

Energy Efficiency

- Energy efficiency is the ratio between the useful output of an energy conversion machine or equipment and the input, in energy terms. The useful output may be electric power, mechanical work, or heat.
- Efficient energy use, sometimes simply called energy efficiency, is using less energy to provide the same level of energy service.

Energy Manger

- An energy manager is responsible for improving the energy efficiency of an organization. They are often required to act as agents of change within their organization, coordinating all aspects of energy management, from energy efficiency to reduction of carbon dioxide emissions by: encouraging the use of renewable/sustainable energy resources within an organization or community and raising the profile of energy conservation.

Goals

- "Goals" refers to a future condition or performance level that one intends to achieve.
- Goals can be both short and long-term.
- Goals are ends that guide actions.
- Quantitative goals frequently referred to as "targets" include a numerical point or range.
- Term "Stretch Goals" refers to desired major, discontinuous (non incremental) or "breakthrough" improvements usually in areas most critical to your organization's future success.
- Goals can serve many purposes, including;
- Clarifying strategic objectives and action plans to indicate how you will measure success.
- Fostering teamwork by focusing on a common end.
- Encouraging "out-of-the-box" thinking to achieve a stretch goal.
- Providing a basis for measuring and accelerating progress.

Green Image

- Customer or public perception as an environmentally friendly and responsible entity.

Historical Data

- A series of past daily, weekly, or monthly data.
- Historical data are used for trend analysis and for comparisons to previous periods.

Innovation Process

- Making meaningful change to improve products, programmes, services, processes, or organizational effectiveness and to create new value for stakeholders.
- Innovation involves the adoption of an idea, process, technology or product that is either new or new to its proposed application.
- Innovation is a multistep process that involves development & knowledge sharing, a decision to implement, implementation, evaluation & learning.
- Innovation includes both technological and organizational innovation to succeed in the future.

Integration

- The term "integration" refers to the harmonization of plans, processes, information, resource decisions, actions, results, and analyses to support key organization-wide goals.
- Effective integration goes beyond alignment and is achieved when the individual components of an energy efficiency performance management system operates as a fully interconnected unit.

Learning

- "Learning" refers to new knowledge or skills acquired through evaluation, study, experience, and innovation.
- Two distinct kinds of learning; organizational & personal.
- Organizational learning is achieved through research & development, evaluation and improvement cycles, workforce & stakeholder ideas and input, best practice sharing and benchmarking.
- Personal learning is achieved through education, training and developmental opportunities that further individual growth.
- Learning contributes to a competitive advantage and sustainability for the organization and its workforce.

Levels

- Numerical information that places or positions an organization's results and performance on a meaningful measurement scale.
- Performance levels permit evaluation relative to past performance, projections, goals, and appropriate comparisons.

Load Factor (LF)

- Load factor is an indicator of the ratio between energy delivered and the maximum demand

- LF = (Energy kWh consumed in the year) / (Average monthly maximum demand kVA) x (Hours per year) x (Average Power Factor)

Measures or Indicators

- "Measures and indicators' refer to numerical information that quantifies input, output, and performance dimension of processes, products, programmes, projects, services and the overall organization (outcomes).

Mission

- Mission statements detail the purpose, path and philosophy of an organization.
- They clarify who the company is, what it does, what it stands for, and why it does these things.
- It can also address problems or needs the organization is trying to address or identify what makes the organization unique.
- Mission statement is the organization's reason for existence.

Monitoring

- Monitoring is the systematic collection and analysis of information to provide management and the main stakeholders of an activity with information for decision-making.

Renewable Energy

- Renewable energy is energy generated from natural resources such as sunlight, wind, hydro, biomass, etc. which are renewable (naturally replenished).

Results

- The term "results" refers to outputs and outcomes achieved by an organization in addressing the requirement of energy efficiency criteria items.
- Results are evaluated on the basis of current performance, performance relative to appropriate comparisons, the rate, breadth, and importance of performance improvements; and the relationship of results measures to key organizational performance requirements.

Soft Starter

- A soft starter is a device used with alternative current (AC) electric motors to temporarily reduce the load and torque in the power-train of the motor during startup.

Specific Energy Consumption

- Specific Energy Consumption is the energy consumed to produce a unit of output (product or service).

Sustainability

- Your organization's ability to address current business needs and to have the agility and strategic management to prepare successfully for your future business, market and operating environment.
- Sustainability considerations might include workforce capability and capacity, resource availability, technology, knowledge, core competencies, work systems, facilities and equipment.
- A sustainable organization ensures a safe and secure environment for the workforce and other key stakeholders.
- Sustainability has a component related to preparedness for real-time or short-term emergencies.

Systematic

- Approaches that are well ordered, are repeatable, and use data and information so learning is possible.
- Approaches are systematic if they build in the opportunity for evaluation, improvement and sharing, thereby permitting a gain in maturity.

Target

- Target is the aim or the goal intended to be attained.
- Target is believed to be attainable.

Trends

- Numerical information that shows the direction and rate of change for an organization's results.
- Trends provide a time sequence of organizational performance.
- A minimum of historical data (not projected) data points generally is needed to begin to ascertain a trend.
- More data points are needed to define a statistically valid trend.
- Time period for a trend is determined by the cycle time of the process being measured.
- Shorter cycle times demand more frequent measurements while longer cycle times might require longer time periods before meaningful trend can be determined.

Variable Speed Drive (VSD)

- A variable speed driveis a system for controlling the rotational speed of an alternating current (AC) electric motor by controlling the frequency of the electrical power supplied to the motor.
- Variable speed drives are also known as adjustable-frequency drives (AFD), variable-frequency drives (VFD), AC drives, microdrives or inverter drives. Since the voltage is varied along with frequency, these are sometimes also called VVVF (variable voltage variable frequency) drives.

Workforce

- All people actively involved in accomplishing the work of your organization.
- Includes paid employees & contract employees supervised by the organization.
- Includes team leaders, supervisors & managers at all levels.

Workforce Capability

- Your organization's ability to accomplish its work processes through the knowledge, skills, abilities and competencies of its people.
- Capability may include ability to build and sustain relationships with your customers, to innovate and transition to new technologies, to develop new products, services and work processes and to meet changing business, market and regulatory demands.

Workforce Capacity

- Your organization's ability to ensure sufficient staffing levels to accomplish its work processes accomplish its work processes and successfully deliver your products and services to your customers including the ability to meet seasonal or varying demand levels.

International Standard Industrial Classification (ISIC) Codes

Please insert ISIC codes most relevant to your area(s) of operation in the Application Form (Chapter 6)

Section A			
Agriculture, forestry and fishing			
Division	**Group**	**Class**	**Description**
Division 01			**Crop and animal production, hunting and related service activities**
	011		Growing of non-perennial crops
		0111	Growing of cereals (except rice), leguminous crops and oil seeds
		0112	Growing of rice
		0113	Growing of vegetables and melons, roots and tubers
		0114	Growing of sugar cane
		0115	Growing of tobacco
		0116	Growing of fibre crops
		0119	Growing of other non-perennial crops
	012		Growing of perennial crops
		0121	Growing of grapes
		0122	Growing of tropical and subtropical fruits
		0123	Growing of citrus fruits
		0124	Growing of pome fruits and stone fruits
		0125	Growing of other tree and bush fruits and nuts
		0126	Growing of oleaginous fruits
		0127	Growing of beverage crops
		0128	Growing of spices, aromatic, drug and pharmaceutical crops
		0129	Growing of other perennial crops
	013	0130	Plant propagation
	014		Animal production
		0141	Raising of cattle and buffaloes
		0142	Raising of horses and other equines
		0143	Raising of camels and camelids
		0144	Raising of sheep and goats
		0145	Raising of swine/pigs
		0146	Raising of poultry
		0149	Raising of other animals
	015	0150	Mixed farming
	016		Support activities to agriculture and post-harvest crop activities
		0161	Support activities for crop production
		0162	Support activities for animal production
		0163	Post-harvest crop activities
		0164	Seed processing for propagation
	017	0170	Hunting, trapping and related service activities
Division 02			**Forestry and logging**
	021	0210	Silviculture and other forestry activities
	022	0220	Logging

	023	0230	Gathering of non-wood forest products
	024	0240	Support services to forestry
Division 03			**Fishing and aquaculture**
	031		Fishing
		0311	Marine fishing
		0312	Freshwater fishing
	032		Aquaculture
		0321	Marine aquaculture
		0322	Freshwater aquaculture
Section B			
Mining and quarrying			
Division 05			**Mining of coal and lignite**
	051	0510	Mining of hard coal
	052	0520	Mining of lignite
Division 06			**Extraction of crude petroleum and natural gas**
	061	0610	Extraction of crude petroleum
	062	0620	Extraction of natural gas
Division 07			**Mining of metal ores**
	071	0710	Mining of iron ores
	072		Mining of non-ferrous metal ores
		0721	Mining of uranium and thorium ores
		0729	Mining of other non-ferrous metal ores
Division 08			**Other mining and quarrying**
	081	0810	Quarrying of stone, sand and clay
	089		Mining and quarrying n.e.c.
		0891	Mining of chemical and fertilizer minerals
		0892	Extraction of peat
		0893	Extraction of salt
		0899	Other mining and quarrying n.e.c.
Division 09			**Mining support service activities**
	091	0910	Support activities for petroleum and natural gas extraction
	099	0990	Support activities for other mining and quarrying
Section C			
Manufacturing			
Division 10			**Manufacture of food products**
	101	1010	Processing and preserving of meat
	102	1020	Processing and preserving of fish, crustaceans and molluscs
	103	1030	Processing and preserving of fruit and vegetables
	104	1040	Manufacture of vegetable and animal oils and fats
	105	1050	Manufacture of dairy products
	106		Manufacture of grain mill products, starches and starch products
		1061	Manufacture of grain mill products
		1062	Manufacture of starches and starch products
	107		Manufacture of other food products
		1071	Manufacture of bakery products

		1072	Manufacture of sugar
		1073	Manufacture of cocoa, chocolate and sugar confectionery
		1074	Manufacture of macaroni, noodles, couscous and similar farinaceous products
		1075	Manufacture of prepared meals and dishes
		1079	Manufacture of other food products n.e.c.
	108	1080	Manufacture of prepared animal feeds
Division 11			**Manufacture of beverages**
		1101	Distilling, rectifying and blending of spirits
		1102	Manufacture of wines
		1103	Manufacture of malt liquors and malt
		1104	Manufacture of soft drinks; production of mineral waters and other bottled waters
Division 12			**Manufacture of tobacco products**
	120	1200	Manufacture of tobacco products
Division 13			**Manufacture of textiles**
	131		Spinning, weaving and finishing of textiles
		1311	Preparation and spinning of textile fibres
		1312	Weaving of textiles
		1313	Finishing of textiles
	139		Manufacture of other textiles
		1391	Manufacture of knitted and crocheted fabrics
		1392	Manufacture of made-up textile articles, except apparel
		1393	Manufacture of carpets and rugs
		1394	Manufacture of cordage, rope, twine and netting
		1399	Manufacture of other textiles n.e.c.
Division 14			**Manufacture of wearing apparel**
	141	1410	Manufacture of wearing apparel, except fur apparel
	142	1420	Manufacture of articles of fur
	143	1430	Manufacture of knitted and crocheted apparel
Division 15			**Manufacture of leather and related products**
	151		Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
		1511	Tanning and dressing of leather; dressing and dyeing of fur
		1512	Manufacture of luggage, handbags and the like, saddlery and harness
	152	1520	Manufacture of footwear
Division 16			**Manufacture of wood and of products of wood and cork, except furniture;manufacture of articles of straw and plaiting materials**
	161	1610	Sawmilling and planing of wood
	162		Manufacture of products of wood, cork, straw and plaiting materials
		1621	Manufacture of veneer sheets and wood-based panels
		1622	Manufacture of builders' carpentry and joinery
		1623	Manufacture of wooden containers
		1629	Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
Division 17			**Manufacture of paper and paper products**
		1701	Manufacture of pulp, paper and paperboard

		1702	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
		1709	Manufacture of other articles of paper and paperboard
Division 18			**Printing and reproduction of recorded media**
	181		Printing and service activities related to printing
		1811	Printing
		1812	Service activities related to printing
	182	1820	Reproduction of recorded media
Division 19			**Manufacture of coke and refined petroleum products**
	191	1910	Manufacture of coke oven products
	192	1920	Manufacture of refined petroleum products
Division 20			**Manufacture of chemicals and chemical products**
	201		Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms
		2011	Manufacture of basic chemicals
		2012	Manufacture of fertilizers and nitrogen compounds
		2013	Manufacture of plastics and synthetic rubber in primary forms
	202		Manufacture of other chemical products
		2021	Manufacture of pesticides and other agrochemical products
		2022	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
		2023	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
		2029	Manufacture of other chemical products n.e.c.
	203	2030	Manufacture of man-made fibres
Division 21			**Manufacture of pharmaceuticals, medicinal chemical and botanical products**
	210	2100	Manufacture of pharmaceuticals, medicinal chemical and botanical products
Division 22			**Manufacture of rubber and plastics products**
	221		Manufacture of rubber products
		2211	Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
		2219	Manufacture of other rubber products
	222	2220	Manufacture of plastics products
Division 23			**Manufacture of other non-metallic mineral products**
	231	2310	Manufacture of glass and glass products
	239		Manufacture of non-metallic mineral products n.e.c.
		2391	Manufacture of refractory products
		2392	Manufacture of clay building materials
		2393	Manufacture of other porcelain and ceramic products
		2394	Manufacture of cement, lime and plaster
		2395	Manufacture of articles of concrete, cement and plaster
		2396	Cutting, shaping and finishing of stone
		2399	Manufacture of other non-metallic mineral products n.e.c.
Division 24			**Manufacture of basic metals**
	241	2410	Manufacture of basic iron and steel
	242	2420	Manufacture of basic precious and other non-ferrous metals

	243		Casting of metals
		2431	Casting of iron and steel
		2432	Casting of non-ferrous metals
Division 25			**Manufacture of fabricated metal products, except machinery and equipment**
	251		Manufacture of structural metal products, tanks, reservoirs and steam generators
		2511	Manufacture of structural metal products
		2512	Manufacture of tanks, reservoirs and containers of metal
		2513	Manufacture of steam generators, except central heating hot water boilers
	252	2520	Manufacture of weapons and ammunition
	259		Manufacture of other fabricated metal products; metalworking service activities
		2591	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
		2592	Treatment and coating of metals; machining
		2593	Manufacture of cutlery, hand tools and general hardware
		2599	Manufacture of other fabricated metal products n.e.c.
Division 26			**Manufacture of computer, electronic and optical products**
	261	2610	Manufacture of electronic components and boards
	262	2620	Manufacture of computers and peripheral equipment
	263	2630	Manufacture of communication equipment
	264	2640	Manufacture of consumer electronics
	265		Manufacture of measuring, testing, navigating and control equipment; watches and clocks
		2651	Manufacture of measuring, testing, navigating and control equipment
		2652	Manufacture of watches and clocks
	266	2660	Manufacture of irradiation, electromedical and electrotherapeutic equipment
	267	2670	Manufacture of optical instruments and photographic equipment
	268	2680	Manufacture of magnetic and optical media
Division 27			**Manufacture of electrical equipment**
	271	2710	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
	272	2720	Manufacture of batteries and accumulators
	273		Manufacture of wiring and wiring devices
		2731	Manufacture of fibre optic cables
		2732	Manufacture of other electronic and electric wires and cables
		2733	Manufacture of wiring devices
	274	2740	Manufacture of electric lighting equipment
	275	2750	Manufacture of domestic appliances
	279	2790	Manufacture of other electrical equipment
Division 28			**Manufacture of machinery and equipment n.e.c.**
	281		Manufacture of general-purpose machinery
		2811	Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
		2812	Manufacture of fluid power equipment
		2813	Manufacture of other pumps, compressors, taps and valves
		2814	Manufacture of bearings, gears, gearing and driving elements

		2815	Manufacture of ovens, furnaces and furnace burners
		2816	Manufacture of lifting and handling equipment
		2817	Manufacture of office machinery and equipment (except computers and peripheral equipment)
		2818	Manufacture of power-driven hand tools
		2819	Manufacture of other general-purpose machinery
	282		Manufacture of special-purpose machinery
		2821	Manufacture of agricultural and forestry machinery
		2822	Manufacture of metal-forming machinery and machine tools
		2823	Manufacture of machinery for metallurgy
		2824	Manufacture of machinery for mining, quarrying and construction
		2825	Manufacture of machinery for food, beverage and tobacco processing
		2826	Manufacture of machinery for textile, apparel and leather production
		2829	Manufacture of other special-purpose machinery
Division 29			**Manufacture of motor vehicles, trailers and semi-trailers**
	291	2910	Manufacture of motor vehicles
	292	2920	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
	293	2930	Manufacture of parts and accessories for motor vehicles
Division 30			**Manufacture of other transport equipment**
	301		Building of ships and boats
		3011	Building of ships and floating structures
		3012	Building of pleasure and sporting boats
	302	3020	Manufacture of railway locomotives and rolling stock
	303	3030	Manufacture of air and spacecraft and related machinery
	304	3040	Manufacture of military fighting vehicles
	309		Manufacture of transport equipment n.e.c.
		3091	Manufacture of motorcycles
		3092	Manufacture of bicycles and invalid carriages
		3099	Manufacture of other transport equipment n.e.c.
Division 31			**Manufacture of furniture**
	310	3100	Manufacture of furniture
Division 32			**Other manufacturing**
	321		Manufacture of jewellery, bijouterie and related articles
		3211	Manufacture of jewellery and related articles
		3212	Manufacture of imitation jewellery and related articles
	322	3220	Manufacture of musical instruments
	323	3230	Manufacture of sports goods
	324	3240	Manufacture of games and toys
	325	3250	Manufacture of medical and dental instruments and supplies
	329	3290	Other manufacturing n.e.c.
Division 33			**Repair and installation of machinery and equipment**
	331		Repair of fabricated metal products, machinery and equipment
		3311	Repair of fabricated metal products
		3312	Repair of machinery
		3313	Repair of electronic and optical equipment

		3314	Repair of electrical equipment
		3315	Repair of transport equipment, except motor vehicles
		3319	Repair of other equipment
	332	3320	Installation of industrial machinery and equipment
Section D			
Electricity, gas, steam and air conditioning supply			
Division 35			**Electricity, gas, steam and air conditioning supply**
	351	3510	Electric power generation, transmission and distribution
	352	3520	Manufacture of gas; distribution of gaseous fuels through mains
	353	3530	Steam and air conditioning supply
Section E			
Water supply; sewerage, waste management and remediation activities			
Division 36			**Water collection, treatment and supply**
	360	3600	Water collection, treatment and supply
Division 37			**Sewerage**
	370	3700	Sewerage
Division 38			**Waste collection, treatment and disposal activities; materials recovery**
	381		Waste collection
		3811	Collection of non-hazardous waste
		3812	Collection of hazardous waste
	382		Waste treatment and disposal
		3821	Treatment and disposal of non-hazardous waste
		3822	Treatment and disposal of hazardous waste
	383	3830	Materials recovery
Division 39			**Remediation activities and other waste management services**
	390	3900	Remediation activities and other waste management services
Section F			
Construction			
Division 41			**Construction of buildings**
	410	4100	Construction of buildings
Division 42			**Civil engineering**
	421	4210	Construction of roads and railways
	422	4220	Construction of utility projects
	429	4290	Construction of other civil engineering projects
Division 43			**Specialized construction activities**
	431		Demolition and site preparation
		4311	Demolition
		4312	Site preparation
	432		Electrical, plumbing and other construction installation activities
		4321	Electrical installation
		4322	Plumbing, heat and air-conditioning installation
		4329	Other construction installation
	433	4330	Building completion and finishing
	439	4390	Other specialized construction activities

Section G			
Wholesale and retail trade; repair of motor vehicles and motorcycles			
Division 45			**Wholesale and retail trade and repair of motor vehicles and motorcycles**
	451	4510	Sale of motor vehicles
	452	4520	Maintenance and repair of motor vehicles
	453	4530	Sale of motor vehicle parts and accessories
	454	4540	Sale, maintenance and repair of motorcycles and related parts and accessories
Division 46			**Wholesale trade, except of motor vehicles and motorcycles**
	461	4610	Wholesale on a fee or contract basis
	462	4620	Wholesale of agricultural raw materials and live animals
	463	4630	Wholesale of food, beverages and tobacco
	464		Wholesale of household goods
		4641	Wholesale of textiles, clothing and footwear
		4649	Wholesale of other household goods
	465		Wholesale of machinery, equipment and supplies
		4651	Wholesale of computers, computer peripheral equipment and software
		4652	Wholesale of electronic and telecommunications equipment and parts
		4653	Wholesale of agricultural machinery, equipment and supplies
		4659	Wholesale of other machinery and equipment
	466		Other specialized wholesale
		4661	Wholesale of solid, liquid and gaseous fuels and related products
		4662	Wholesale of metals and metal ores
		4663	Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
		4669	Wholesale of waste and scrap and other products n.e.c.
	469	4690	Non-specialized wholesale trade
Division 47			**Retail trade, except of motor vehicles and motorcycles**
	471		Retail sale in non-specialized stores
		4711	Retail sale in non-specialized stores with food, beverages or tobacco predominating
		4719	Other retail sale in non-specialized stores
	472		Retail sale of food, beverages and tobacco in specialized stores
		4721	Retail sale of food in specialized stores
		4722	Retail sale of beverages in specialized stores
		4723	Retail sale of tobacco products in specialized stores
	473	4730	Retail sale of automotive fuel in specialized stores
	474		Retail sale of information and communications equipment in specialized stores
		4741	Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
		4742	Retail sale of audio and video equipment in specialized stores
	475		Retail sale of other household equipment in specialized stores
		4751	Retail sale of textiles in specialized stores
		4752	Retail sale of hardware, paints and glass in specialized stores
		4753	Retail sale of carpets, rugs, wall and floor coverings in specialized stores

		4759	Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores
	476		Retail sale of cultural and recreation goods in specialized stores
		4761	Retail sale of books, newspapers and stationary in specialized stores
		4762	Retail sale of music and video recordings in specialized stores
		4763	Retail sale of sporting equipment in specialized stores
		4764	Retail sale of games and toys in specialized stores
	477		Retail sale of other goods in specialized stores
		4771	Retail sale of clothing, footwear and leather articles in specialized stores
		4772	Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores
		4773	Other retail sale of new goods in specialized stores
		4774	Retail sale of second-hand goods
	478		Retail sale via stalls and markets
		4781	Retail sale via stalls and markets of food, beverages and tobacco products
		4782	Retail sale via stalls and markets of textiles, clothing and footwear
		4789	Retail sale via stalls and markets of other goods
	479		Retail trade not in stores, stalls or markets
		4791	Retail sale via mail order houses or via Internet
		4799	Other retail sale not in stores, stalls or markets
Section H			
Transportation and storage			
Division 49			**Land transport and transport via pipelines**
	491		Transport via railways
		4911	Passenger rail transport, interurban
		4912	Freight rail transport
	492		Other land transport
		4921	Urban and suburban passenger land transport
		4922	Other passenger land transport
		4923	Freight transport by road
	493	4930	Transport via pipeline
Division 50			**Water transport**
	501		Sea and coastal water transport
		5011	Sea and coastal passenger water transport
		5012	Sea and coastal freight water transport
	502		Inland water transport
		5021	Inland passenger water transport
		5022	Inland freight water transport
Division 51			**Air transport**
	511	5110	Passenger air transport
	512	5120	Freight air transport
Division 52			**Warehousing and support activities for transportation**
	521	5210	Warehousing and storage
	522		Support activities for transportation
		5221	Service activities incidental to land transportation

		5222	Service activities incidental to water transportation
		5223	Service activities incidental to air transportation
		5224	Cargo handling
		5229	Other transportation support activities
Division 53			**Postal and courier activities**
	531	5310	Postal activities
	532	5320	Courier activities
Section I			
Accommodation and food service activities			
Division 55			**Accommodation**
	551	5510	Short term accommodation activities
	552	5520	Camping grounds, recreational vehicle parks and trailer parks
	559	5590	Other accommodation
Division 56			**Food and beverage service activities**
	561	5610	Restaurants and mobile food service activities
	562		Event catering and other food service activities
		5621	Event catering
		5629	Other food service activities
	563	5630	Beverage serving activities
Section J			
Information and communication			
Division 58			**Publishing activities**
	581		Publishing of books, periodicals and other publishing activities
		5811	Book publishing
		5812	Publishing of directories and mailing lists
		5813	Publishing of newspapers, journals and periodicals
		5819	Other publishing activities
	582	5820	Software publishing
Division 59			**Motion picture, video and television programme production, sound recording and music publishing activities**
	591		Motion picture, video and television programme activities
		5911	Motion picture, video and television programme production activities
		5912	Motion picture, video and television programme post-production activities
		5913	Motion picture, video and television programme distribution activities
		5914	Motion picture projection activities
	592	5920	Sound recording and music publishing activities
Division 60			**Programming and broadcasting activities**
	601	6010	Radio broadcasting
	602	6020	Television programming and broadcasting activities
Division 61			**Telecommunications**
	611	6110	Wired telecommunications activities
	612	6120	Wireless telecommunications activities
	613	6130	Satellite telecommunications activities
	619	6190	Other telecommunications activities
Division 62			**Computer programming, consultancy and related activities**

		6201	Computer programming activities
		6202	Computer consultancy and computer facilities management activities
		6209	Other information technology and computer service activities
Division 63			**Information service activities**
	631		Data processing, hosting and related activities; web portals
		6311	Data processing, hosting and related activities
		6312	Web portals
	639		Other information service activities
		6391	News agency activities
		6399	Other information service activities n.e.c.
Section K			
Financial and insurance activities			
Division 64			**Financial service activities, except insurance and pension funding**
	641		Monetary intermediation
		6411	Central banking
		6419	Other monetary intermediation
	642		
		6420	Activities of holding companies
	643	6430	Trusts, funds and similar financial entities
	649		Other financial service activities, except insurance and pension funding activities
		6491	Financial leasing
		6492	Other credit granting
		6499	Other financial service activities, except insurance and pension funding activities,n.e.c.
Division 65			**Insurance, reinsurance and pension funding, except compulsory social security**
	651		Insurance
		6511	Life insurance
		6512	Non-life insurance
	652	6520	Reinsurance
	653	6530	Pension funding
Division 66			**Activities auxiliary to financial service and insurance activities**
	661		Activities auxiliary to financial service activities, except insurance and pension funding
		6611	Administration of financial markets
		6612	Security and commodity contracts brokerage
		6619	Other activities auxiliary to financial service activities
	662		Activities auxiliary to insurance and pension funding
		6621	Risk and damage evaluation
		6622	Activities of insurance agents and brokers
		6629	Other activities auxiliary to insurance and pension funding
	663	6630	Fund management activities
Section L			
Real estate activities			

Division 68			**Real estate activities**
	681	6810	Real estate activities with own or leased property
	682	6820	Real estate activities on a fee or contract basis
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Professional, scientific and technical activities			
Division 69			**Legal and accounting activities**
	691	6910	Legal activities
	692	6920	Accounting, bookkeeping and auditing activities; tax consultancy
Division 70			**Activities of head offices; management consultancy activities**
	701	7010	Activities of head offices
	702	7020	Management consultancy activities
Division 71			**Architectural and engineering activities; technical testing and analysis**
	711	7110	Architectural and engineering activities and related technical consultancy
	712	7120	Technical testing and analysis
Division 72			**Scientific research and development**
	721	7210	Research and experimental development on natural sciences and engineering
	722	7220	Research and experimental development on social sciences and humanities
Division 73			**Advertising and market research**
	731	7310	Advertising
	732	7320	Market research and public opinion polling
Division 74			**Other professional, scientific and technical activities**
	741	7410	Specialized design activities
	742	7420	Photographic activities
	749	7490	Other professional, scientific and technical activities n.e.c.
Division 75			**Veterinary activities**
	750	7500	Veterinary activities
Section N			
Administrative and support service activities			
Division 77			**Rental and leasing activities**
	771	7710	Renting and leasing of motor vehicles
	772		Renting and leasing of personal and household goods
		7721	Renting and leasing of recreational and sports goods
		7722	Renting of video tapes and disks
		7729	Renting and leasing of other personal and household goods
	773	7730	Renting and leasing of other machinery, equipment and tangible goods
	774	7740	Leasing of intellectual property and similar products, except copyrighted works
Division 78			**Employment activities**
	781	7810	Activities of employment placement agencies
	782	7820	Temporary employment agency activities
	783	7830	Other human resources provision
Division 79			**Travel agency, tour operator, reservation service and related activities**

	791		Travel agency and tour operator activities
		7911	Travel agency activities
		7912	Tour operator activities
	799	7990	Other reservation service and related activities
Division 80			**Security and investigation activities**
	801	8010	Private security activities
	802	8020	Security systems service activities
	803	8030	Investigation activities
Division 81			**Services to buildings and landscape activities**
	811	8110	Combined facilities support activities
	812		Cleaning activities
		8121	General cleaning of buildings
		8129	Other building and industrial cleaning activities
	813	8130	Landscape care and maintenance service activities
Division 82			**Office administrative, office support and other business support activities**
	821		Office administrative and support activities
		8211	Combined office administrative service activities
		8219	Photocopying, document preparation and other specialized office support activities
	822	8220	Activities of call centres
	823	8230	Organization of conventions and trade shows
	829		Business support service activities n.e.c.
		8291	Activities of collection agencies and credit bureaus
		8292	Packaging activities
		8299	Other business support service activities n.e.c.
Section O			
Public administration and defence; compulsory social security			
Division 84			**Public administration and defence; compulsory social security**
	841		Administration of the State and the economic and social policy of the community
		8411	General public administration activities
		8412	Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
		8413	Regulation of and contribution to more efficient operation of businesses
	842		Provision of services to the community as a whole
		8421	Foreign affairs
		8422	Defence activities
		8423	Public order and safety activities
	843	8430	Compulsory social security activities
Section P			
Education			
Division 85			**Education**
	851	8510	Pre-primary and primary education
	852		Secondary education
		8521	General secondary education

		8522	Technical and vocational secondary education
	853	8530	Higher education
	854		Other education
		8541	Sports and recreation education
		8542	Cultural education
		8549	Other education n.e.c.
	855	8550	Educational support activities
Section Q			
Human health and social work activities			
Division 86			**Human health activities**
	861	8610	Hospital activities
	862	8620	Medical and dental practice activities
	869	8690	Other human health activities
Division 87			**Residential care activities**
	871	8710	Residential nursing care facilities
	872	8720	Residential care activities for mental retardation, mental health and substance abuse
	873	8730	Residential care activities for the elderly and disabled
	879	8790	Other residential care activities
Division 88			**Social work activities without accommodation**
	881	8810	Social work activities without accommodation for the elderly and disabled
	889	8890	Other social work activities without accommodation
Section R			
Arts, entertainment and recreation			
Division 90			**Creative, arts and entertainment activities**
	900	9000	Creative, arts and entertainment activities
Division 91			**Libraries, archives, museums and other cultural activities**
		9101	Library and archives activities
		9102	Museums activities and operation of historical sites and buildings
		9103	Botanical and zoological gardens and nature reserves activities
Division 92			**Gambling and betting activities**
	920	9200	Gambling and betting activities
Division 93			**Sports activities and amusement and recreation activities**
	931		Sports activities
		9311	Operation of sports facilities
		9312	Activities of sports clubs
		9319	Other sports activities
	932		Other amusement and recreation activities
		9321	Activities of amusement parks and theme parks
		9329	Other amusement and recreation activities n.e.c.
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Other service activities			
Division 94			**Activities of membership organizations**

	941		Activities of business, employers and professional membership organizations
		9411	Activities of business and employers membership organizations
		9412	Activities of professional membership organizations
	942	9420	Activities of trade unions
	949		Activities of other membership organizations
		9491	Activities of religious organizations
		9492	Activities of political organizations
		9499	Activities of other membership organizations n.e.c.
Division 95			**Repair of computers and personal and household goods**
	951		Repair of computers and communication equipment
		9511	Repair of computers and peripheral equipment
		9512	Repair of communication equipment
	952		Repair of personal and household goods
		9521	Repair of consumer electronics
		9522	Repair of household appliances and home and garden equipment
		9523	Repair of footwear and leather goods
		9524	Repair of furniture and home furnishings
		9529	Repair of other personal and household goods
Division 96			**Other personal service activities**
		9601	Washing and (dry-) cleaning of textile and fur products
		9602	Hairdressing and other beauty treatment
		9603	Funeral and related activities
		9609	Other personal service activities n.e.c.
Section T			
Activities of households as employers; undifferentiated goods- and services-producingactivities of households for own use			
Division 97			**Activities of households as employers of domestic personnel**
	970	9700	Activities of households as employers of domestic personnel
Division 98			**Undifferentiated goods- and services-producing activities of private households for own use**
	981	9810	Undifferentiated goods-producing activities of private households for own use
	982	9820	Undifferentiated service-producing activities of private households for own use
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Division 99			**Activities of extraterritorial organizations and bodies**
	990	9900	Activities of extraterritorial organizations and bodies