



# SME Waste and Energy Audit Template



CONTACT US



<https://www.elearningmarketplace.co.uk>



+44 01488 580017



[enquiries@elearningmarketplace.co.uk](mailto:enquiries@elearningmarketplace.co.uk)

A waste and energy audit for a small or medium-sized enterprise (SME) should identify where resources are being used, where waste is generated, and what opportunities exist to reduce costs, improve efficiency, and lower environmental impact. Below is a practical audit template that can be adapted to most manufacturing, office, retail, or service businesses.

## 1. Business Information

| Item                         | Details |
|------------------------------|---------|
| Company Name                 |         |
| Industry                     |         |
| Number of Employees          |         |
| Site Address                 |         |
| Audit Date                   |         |
| Auditor                      |         |
| Annual Turnover              |         |
| Floor Area (m <sup>2</sup> ) |         |
| Operating Hours              |         |

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## 2. Audit Objectives

The purpose of this audit is to:

- Identify major energy users
  - Identify waste streams
  - Reduce operating costs
  - Improve resource efficiency
  - Reduce carbon emissions
  - Support compliance with environmental legislation
  - Identify opportunities for recycling and circular economy practices
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### 3. Energy Audit

#### Energy Consumption

| Energy Source    | Annual Consumption | Annual Cost |
|------------------|--------------------|-------------|
| Electricity      |                    |             |
| Natural Gas      |                    |             |
| LPG              |                    |             |
| Diesel           |                    |             |
| Petrol           |                    |             |
| Renewable Energy |                    |             |

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#### Major Energy Users

| Equipment     | Quantity | Hours/day | Estimated Consumption | Condition |
|---------------|----------|-----------|-----------------------|-----------|
| Lighting      |          |           |                       |           |
| HVAC          |          |           |                       |           |
| Compressors   |          |           |                       |           |
| Machinery     |          |           |                       |           |
| Computers     |          |           |                       |           |
| Refrigeration |          |           |                       |           |
| Other         |          |           |                       |           |

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## Building Assessment

| Area              | Good                     | Fair                     | Poor                     | Comments |
|-------------------|--------------------------|--------------------------|--------------------------|----------|
| Roof insulation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Wall insulation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Windows           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Doors             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Heating controls  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Cooling controls  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Lighting controls | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

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## Lighting Assessment

| Area       | Lighting Type | LED Installed | Occupancy Sensors | Improvement Needed |
|------------|---------------|---------------|-------------------|--------------------|
| Office     |               |               |                   |                    |
| Warehouse  |               |               |                   |                    |
| Production |               |               |                   |                    |
| Exterior   |               |               |                   |                    |

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4. Waste Audit

Waste Streams

| Waste Type       | Estimated Quantity | Disposal Method | Annual Cost |
|------------------|--------------------|-----------------|-------------|
| General Waste    |                    |                 |             |
| Paper/Cardboard  |                    |                 |             |
| Plastics         |                    |                 |             |
| Metals           |                    |                 |             |
| Glass            |                    |                 |             |
| Food Waste       |                    |                 |             |
| Hazardous Waste  |                    |                 |             |
| Electronic Waste |                    |                 |             |
| Wood             |                    |                 |             |

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Waste Generation Sources

| Department  | Waste Produced | Avoidable? | Recycling Available? |
|-------------|----------------|------------|----------------------|
| Office      |                |            |                      |
| Production  |                |            |                      |
| Warehouse   |                |            |                      |
| Kitchen     |                |            |                      |
| Maintenance |                |            |                      |

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## Current Waste Management

| Question                         | Yes                      | No                       |
|----------------------------------|--------------------------|--------------------------|
| Waste segregation in place       | <input type="checkbox"/> | <input type="checkbox"/> |
| Recycling contractor used        | <input type="checkbox"/> | <input type="checkbox"/> |
| Hazardous waste correctly stored | <input type="checkbox"/> | <input type="checkbox"/> |
| Waste records maintained         | <input type="checkbox"/> | <input type="checkbox"/> |
| Employees trained                | <input type="checkbox"/> | <input type="checkbox"/> |

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## 5. Water Use (Optional)

| Source      | Annual Consumption | Cost |
|-------------|--------------------|------|
| Mains Water |                    |      |
| Rainwater   |                    |      |
| Borehole    |                    |      |

## Water Saving Opportunities

- Leak detection
  - Low-flow taps
  - Efficient toilets
  - Rainwater harvesting
  - Process water reuse
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## 6. Opportunities for Improvement

### Energy

| Recommendation                         | Estimated Cost | Annual Saving | Payback |
|----------------------------------------|----------------|---------------|---------|
| Replace fluorescent lighting with LEDs |                |               |         |
| Install motion sensors                 |                |               |         |
| Upgrade HVAC controls                  |                |               |         |
| Improve insulation                     |                |               |         |
| Variable speed drives                  |                |               |         |
| Solar PV installation                  |                |               |         |

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### Waste

| Recommendation               | Estimated Cost | Annual Saving |
|------------------------------|----------------|---------------|
| Increase recycling           |                |               |
| Reduce packaging             |                |               |
| Compost food waste           |                |               |
| Supplier take-back schemes   |                |               |
| Digital documentation        |                |               |
| Employee awareness programme |                |               |

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## 7. Carbon Reduction Opportunities

| Action                     | Estimated CO <sub>2</sub> Reduction |
|----------------------------|-------------------------------------|
| LED lighting               |                                     |
| Renewable electricity      |                                     |
| Improved recycling         |                                     |
| Vehicle efficiency         |                                     |
| Energy-efficient equipment |                                     |

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## 8. Priority Action Plan

| Priority | Action | Responsible | Target Date | Status |
|----------|--------|-------------|-------------|--------|
| High     |        |             |             |        |
| High     |        |             |             |        |
| Medium   |        |             |             |        |
| Medium   |        |             |             |        |
| Low      |        |             |             |        |

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## . Key Performance Indicators (KPIs)

Track these monthly:

- Electricity consumption (kWh)
  - Gas consumption (kWh)
  - Total energy cost (£)
  - Waste generated (kg)
  - Recycling rate (%)
  - General waste to landfill (kg)
  - Water consumption (m<sup>3</sup>)
  - Carbon emissions (tCO<sub>2</sub>e)
  - Energy use per employee
  - Waste generated per employee
- 

## 10. Audit Summary

### Key Findings

- Largest energy users identified
- Major waste streams quantified
- Areas with excessive energy consumption
- Recycling opportunities identified
- Potential cost savings

### Estimated Benefits

- Energy cost reduction: \_\_\_\_\_%
- Waste disposal cost reduction: \_\_\_\_\_%
- Carbon emissions reduction: \_\_\_\_\_ tCO<sub>2</sub>e/year
- Total annual financial saving: £ \_\_\_\_\_

## **Next Steps**

1. Implement no-cost and low-cost actions within 3 months.
2. Schedule medium-term capital improvements within 12 months.
3. Monitor KPIs monthly.
4. Repeat the audit annually to measure progress.

This template aligns well with common environmental management practices and can serve as the basis for continuous improvement programmes or certification efforts such as ISO 14001 and ISO 50001.