

ESOS Compliance Checklists





ESOS Compliance Checklists

Introduction

Understanding the ESOS Process

The Energy Savings Opportunity Scheme (ESOS) is a mandatory energy assessment and energy-saving identification scheme for large UK organisations.

Every four years, qualifying organisations must measure their total energy consumption, conduct audits to identify efficiency opportunities, and report compliance to the Environment Agency (or relevant UK regulator).

Phase 4

Phase 4 covers the period leading up to the **compliance deadline of 5 December 2027**.

To determine if your organisation must comply, you assess your status on the **qualification date — 31 December 2026**.

If your organisation meets the criteria (250+ employees, or turnover > £44 million and balance sheet > £38 million), you are required to comply with ESOS Phase 4.





ESOS Compliance Checklists

How to

How to use our checklists

This guide includes two separate checklists designed to help you manage the ESOS process efficiently:

1.Pre-Qualification Checklist (2025–2026)

Start with the Pre-Qualification Checklist as early as possible in 2025 or 2026 to get organised.

Use this checklist to prepare ahead of the qualification date. It helps you put governance, data collection systems, and resources in place so you can confirm qualification status and start data gathering early.

2.ESOS Compliance Checklist (2026–2027)

Once qualification is confirmed (Dec 2026), move to the ESOS Compliance Checklist to manage the audit, reporting, and submission process before the final deadline. Assign ownership for each action item, track progress, and document all evidence. These records form your ESOS Evidence Pack.

If you have a group of companies, ensure each entity is correctly included in your ESOS submission.

Top Tip

Don't wait until 2027 — data collection, energy audits, and assessor sign-off take time.

Organisations that begin their process in early 2026 are far more likely to avoid bottlenecks and achieve compliance comfortably.



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Pre Qualification

1. Pre-qualification (2025 / early 2026)

- Appoint ESOS project lead, steering group, and budget
- Map sites, operations, energy types (electricity, gas, transport fuel, process energy)
- Review past ESOS / audit reports and action plans



2. By 31 December 2026

- Confirm whether you qualify for ESOS Phase 4



3. Throughout 2026

- Collect energy consumption data for a 12-month period including 31 Dec 2026
- Identify "significant energy consumption" areas (≥ 90 –95 % of total)
- Engage / appoint a qualified ESOS Lead Assessor





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Compliance checklist

1: Confirm Eligibility

My organisation qualifies as a large UK undertaking:

- More than 250 employees, OR
- Annual turnover of €50 million+ and a balance sheet of €43 million+,
- OR, Is part of a corporate group that meets these criteria.



2: Appoint a Lead Assessor

An accredited ESOS Lead Assessor has been appointed to carry out or review the assessment.



3: Collect Energy Data

I have gathered 12 months' worth of verifiable energy data covering:

- Buildings
- Industrial processes
- Transport (fuel use, fleet, business mileage)



4: Conduct Energy Audits

- At least 95% of total energy consumption is covered by audits.
- Audits identify cost-effective energy-saving opportunities.



5: Choose Your Compliance Route

Decided how to demonstrate compliance:

- ESOS energy audits
- ISO 50001 certification
- Display Energy Certificates (DECs)
- Green Deal Assessments





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6: Senior Management Sign-Off

ESOS report and recommendations reviewed and signed by a director or equivalent.



7: Notify the Environment Agency

Submitted ESOS compliance notification to the Environment Agency (via gov.uk portal) by the deadline.



8: Record Keeping

Evidence pack retained including:

- Energy data sources
- Audit methodologies
- Recommendations and calculations
- Sign-off evidence



9: Plan for Action

- Developed a plan to act on the energy efficiency opportunities identified.
- Communicated findings internally to key stakeholders.



10: Monitor & Prepare for the Next Phase

- Processes in place to monitor energy performance.
- Preparing for future compliance cycles (every 4 years).





ESOS Compliance

Book your free consultation

ESOS Phase 4 Deadline: 5 December 2027

Failure to comply can result in penalties of up to £50,000, plus daily fines for continued non-compliance.

Ensure your organisation is audit-ready and fully compliant ahead of schedule.



Book your free consultation

Book a free consultation with one of our accredited ESOS Lead Assessors today.

We'll help you understand your obligations, plan your audits, and stay ahead of the deadline.

Book your
free consultation

Book Now



Get in touch



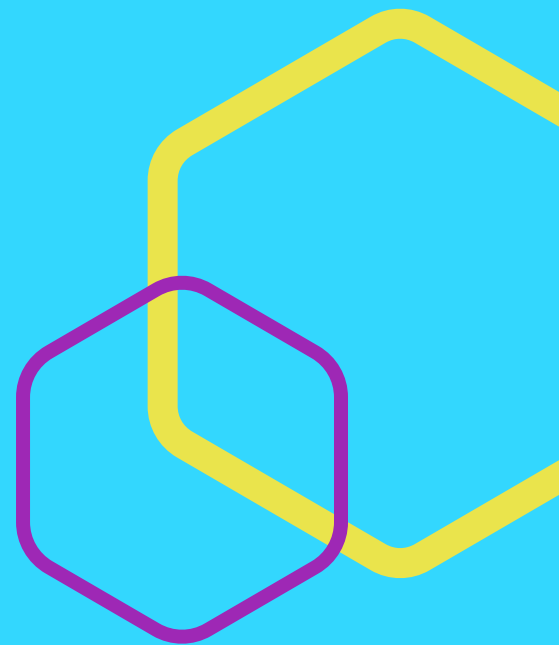
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