



## Energy Saving Procedures

### VAIL-EHS-059

Affected Departments	
ALL	

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1.0	Reformat and review of 2.ABM.EV.04 issue 5.	29/05/2020
1.1	Minor format changes	07 Dec 2020

List of Abbreviations	
PPC	Pollution Prevention and Control
SEPA	Scottish Environmental Protection Agency
VAIL	Vector Aerospace International Limited

Reference Documents	

Forms	

## 1. Purpose

1.1. The purpose that this procedure aims to achieve is:

- 1.1.1. To ensure that commitment is obtained from staff at all levels on aspects of energy efficiency. It is the responsibility of all users of buildings within the site to ensure that resources are used efficiently.
- 1.1.2. To make staff aware of the important contribution each member can make to conserve energy whilst maintaining acceptable environmental conditions.
- 1.1.3. To purchase fuels and energy sources at the most economic costs.
- 1.1.4. To reduce the amount of pollution caused by energy usage, particularly emissions which are the main contributor to global warming and the greenhouse effect.
- 1.1.5. To make a 'Site Commitment' declaring the commitment of all employees to responsible energy use.

## 2. Scope

2.1. As part of VAIL's environmental strategy, we are committed to the responsible use of energy throughout its entire premises, and are determined that the highest standards of Environmental Excellence are developed in its energy and environmental management. Wherever practical, energy conservation practices and measures will be implemented in order that all its activities are achieved at the lowest energy cost and with the lowest possible environmental impact.

## 3. Responsibility

3.1. All persons on VAIL sites are responsible for practising effective and efficient use of resources and the minimisation of waste of these resources, within the scope of this procedure.

## 4. Action

- 4.1. **Compressed Air Leaks** – Any leakage is costly in financial and carbon terms. Therefore any Compressed Air leak should be reported to local Facilities when noticed. Compressors shall be serviced regularly and Facilities shall carry out general maintenance of the airlines and traps at regular intervals.
- 4.2. **Lighting** - Lighting is one of the major consumers of electricity. Lighting levels or turning lights off in the unoccupied areas will therefore have a significant influence on energy saving and consequently reduce CO2 emissions. Ways you can help: -
  - 4.2.1. Switch off lights that are not needed.
  - 4.2.2. Make maximum use of daylight.

- 4.2.3. Do not leave lights on in unoccupied areas.
- 4.2.4. Reduce decorative lighting where possible.
- 4.2.5. Ensure that you switch off lights as you leave your work area.
- 4.2.6. Do not switch on all the lights when only a few are required.
- 4.2.7. Report faulty lighting, flickering lights use more energy.

**4.3. Computing and Office Equipment** – Although each item of electrical equipment may only use a little energy it all adds up. Check that all your electrical equipment, including computers, printers and photocopiers, are switched off before you go home or if leaving the office for an hour or more. Equipment left on standby still uses energy - so remember to turn it off. If you won't be using your computer for a while, switch off the VDU - two-thirds of the energy used by a computer and screen is used by the screen.

4.3.1. Ways you can help: -

4.3.1.1. Do not switch on computers, printers and other equipment until they are needed (a 'just in time' system is the way forward). Some machines take less than a minute to reach the 'login' stage, so this approach should not be too inconvenient.

4.3.1.1.1. Switch off your computer at the end of your working day.

4.3.1.1.2. Switch off all Training Room machines at the end of each Training session.

**4.4. Water** – Ways you can help: -

- 4.4.1. Water is an expensive resource and should be used sparingly where possible.
- 4.4.2. Report dripping taps to Facilities Dept.
- 4.4.3. Make sure taps, hoses or cooling systems are turned off after use.
- 4.4.4. Don't use more water than you need.
- 4.4.5. Avoid overfilling kettles.

**4.5. Heating** - Heating is one of the greatest areas of energy cost for Vector Aerospace. Use these tips to cut down on heating costs:

- 4.5.1. Ensure Space Heating temperatures are set at a reasonable temperature.
- 4.5.2. Keep doors and windows closed while heating is on. Opening doors and windows allows heated air to escape and cold air to come in.

- 4.5.3. Avoid heating unused spaces such as corridors and storerooms. These areas should be set to a lower temperature.
- 4.5.4. Make sure that changes in building occupation hours are updated within the controls. Buildings may be heated during periods they are no longer occupied.
- 4.5.5. Report any factors that affect comfort levels such as draughty windows and doors. A simple repair could save energy and improve user comfort.
- 4.5.6. If temperatures are too high turn the heating down rather than open windows.
- 4.5.7. Dress appropriately for the season.
- 4.6. **Cooling** - Air-conditioned buildings use about twice as much energy as naturally ventilated ones.
  - 4.6.1. Ensure that the Air Conditioning is not running at the same time as the heating.
  - 4.6.2. Keep doors and windows closed in air-conditioned areas.
  - 4.6.3. Switch off equipment and lighting where possible to reduce heat gains.
- 4.7. **Energy Monitoring**
  - 4.7.1. Energy consumption shall be monitored regularly. The consumption figures for a given period may be compared with the same period in the previous financial year, allowing for weather and other variations; a usage trend for each metered area may be established, with any abnormal changes being investigated and remedial action taken.
  - 4.7.2. On the Almondbank site overall energy consumption / performance is reportable annually under PPC requirements to SEPA.