**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **Determined necessary competencies for personnel and evaluated their current competencies.**
2. **Identified any gaps in the competencies of personnel whose work affects energy performance and the EnMS, and training needs to address competency gaps.**
3. **Evaluated the effectiveness of the actions taken.**
4. **Retained records of competence and related actions.**
5. Determine necessary competencies for personnel and evaluate their current competencies.

☒ We have determined the necessary competencies for personnel and evaluated their current competencies. These are listed in the table below.

|  |  |  |
| --- | --- | --- |
| Person | Needed Competency | Evaluation of Current Competency |
| All Green Team & Energy Team participants | EnMS overview & concepts, functional knowledge of Sustainability Tracker inputs, outputs, reporting | Introduced, but additional reinforcement needed to ensure common vocabulary is understood and utilized effectively |
| Site Leadership Team | Upcoming changes to local energy laws and reporting impacts | Proficient and well connected to legislation being developed |
| Director of Engineering, Asst. Director of Engineering | Understanding of the platforms used to monitor, measure, and compile energy data | Proficient, with ongoing practice on a monthly basis |
| Engineering Managers | Functional knowledge of BMS to monitor, trends, make basic setpoint changes, and when to call in support from controls contractor | Proficient in monitoring and support calls; more training needed for trend development and setpoint adjustments (and operational controls) |
| Housekeeping Supervisors | Functional knowledge of standard operating procedures for housekeeping staff | Still rely heavily upon institutional knowledge instead of documented procedures |
|  |  |  |

1. Identify any gaps in the competencies of personnel whose work affects energy performance and the EnMS and training needs to address competency gaps

☒ Training gaps for our facility’s SEU(s) and other relevant EnMS elements have been identified and specific steps have been taken to ensure that relevant personnel are brought up to the competency level required to perform their specific jobs.

☒ We have defined the competencies necessary for work positions related to SEUs and other elements related to the EnMS and have detailed them below:

|  |
| --- |
| Engineering Managers shall be responsible for understanding how to utilize the site Building Management System (BMS) to support EnMS activities, develop and approve standard operating procedures and operational controls, educating contractors/suppliers about their role(s) within the EnMS, and develop and maintain the list of improvement opportunities.Site Technicians shall be trained on how to identify, troubleshoot, and remedy performance issues related to significant energy uses, how to implement operational controls for SEUs, identify potential changes to standard operating procedures to optimize SEU performance, work in partnership with contractors/suppliers to reinforce their role(s) within the EnMS, and identify new improvement opportunities.Housekeeping Supervisors shall be responsible for the development and approval of standard operating procedures for Housekeeping Operations, educate Housekeeping Staff on these procedures and operational controls, and identify new improvement opportunities.Food & Beverage Manager shall be responsible for the development and approval of standard operating procedures for Food & Beverage Operations, educate Food & Beverage Staff on these procedures and operational controls, and identify new improvement opportunities. |

☒ We have identified necessary training for filling in identified competency gaps:

All members of the Green Team and Energy Team must know:

* The Energy Policy of the hotel as defined and agreed upon while creating our scope and EnMS.
* The hotel policies regarding sustainability and energy usage available through our Sustainability Tracker.
* All team members will be brought up to speed on what we learned in the development and implementation of our EnMS, and will have access to the completed playbooks and data.

Site Leadership Team:

* Continued awareness of current local energy laws and regulations, along with reporting requirements
* Training on EnPIs and how these performance measures map to local energy laws

Director of Engineering:

* Ongoing trainings in Energy Star Portfolio Manager, training offered through U.S. Department of Energy’s Better Buildings program, and other third-party training of relevance.
* Ongoing training on the hotel’s Sustainability Tracker

Engineering Managers:

* Formal training by controls contractor in basic and more intermediate skills with BMS
* Development of a training plan for current and new Engineering staff on operational controls

Housekeeping Supervisors:

* Recurring reinforcement on the development of documented standard operating procedures
* Development of a training plan for current and new Housekeeping Staff on these procedures
1. Evaluate the effectiveness of the actions taken
2. Retain records of competence and related actions

☒ We have evaluated the effectiveness of the actions taken in the table below:

☒ We have provided training and other necessary actions for filling competency gaps for personnel, and will maintain records of any training in the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Person | How they relate to EnMS (SEU) | Training Required | Training Completed | Approving Supervisor | Next Training Planned | Action Effectiveness |
| Green Team & Energy Team | Coordination & management of entire EnMS | 50001 Ready EnMS training found in the 50001 Ready Navigator | 7/15/21 | General Manager | 10/15/21 | All members of teams have fundamental understanding of key concepts & Energy Policy |
| Site Leadership | Coordination & management of entire EnMS | 50001 Ready EnMS training found in the 50001 Ready Navigator | 8/12/21 | General Manager | 11/12/21 | All members have fundamental understanding of key concepts |
| Director of Engineering | Tracking of EnPIs & leadership of Engineering Team | EnPI concepts found in the 50001 Ready Navigator | 5/15/21 | General Manager | 11/15/21 | EnPIs established and are updated on a monthly basis |
| Engineering Managers | Oversee BMS & leadership of Engineering staff | BMS functionality | 7/31/21 | Director of Engineering | 10/31/21 | Engineering Managers have demonstrated more in-depth knowledge of BMS capabilities |
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| --- | --- | --- |
| ☒ | Training needs for our facility will be updated at least annually | Part of Management Review process |
| ☒ | When: | 11/30/21 |
| ☒ | Responsible personnel: | Energy Team leader |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☐ | Date approved: | Click here to enter a date. |
| ☐ | Who approved: | Click here to enter text. |

Comments

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