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

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

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

1. **Formed an energy team and obtained authority from top management for it to oversee the EnMS and carry out assigned responsibilities.**
2. **Documented who the energy team leader is.**
3. **Scheduled regular energy management team meetings.**
4. **Assigned and communicated EnMS responsibilities and authorities within the organization.**
5. **Addressed and communicated responsibilities for other relevant roles.**
6. **Identified, communicated to top management, and allocated the resources needed for the EnMS.**

This document is an example of how to complete Playbook Task 1. All blue text should be replaced with your organization’s information, assessments, and/or decisions.

**This document is an example of how to complete Playbook Task 6. All blue text should be replaced with your organization’s information, assessments, and/or decisions.**

1. Form an energy team and obtain authority from top management for it to oversee the EnMS and carry out assigned responsibilities

Qualifications:

|  |  |  |
| --- | --- | --- |
| ☒ | We have established a set of qualifications for the energy team leader | The Energy Team leader must have leadership, organizational, and program management skills, as well as a strong understanding of the data center design, operations, equipment, and systems. |
| ☒ | We have established a set of qualifications for members of the energy team | The Energy Team members must have a good understanding of the data center design, operations, equipment, and systems, and a commitment to fully participating as an energy team member. |

Energy Team (Note: for smaller organizations, the energy team can be a single individual)

|  |  |  |
| --- | --- | --- |
| ☒ | We have completed the Following Energy Team Roster | 5/25/23 |

\*Note: Rows may be added or deleted to align with the number of team members

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Department** | **Position** | **Team Responsibility/Role** | **Phone** | **Email** |
| Click here to enter text. | Operations | General Manager | Approver | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Engineering – IT/Facilities | Director of Engineering | Energy Team Leader | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Operations – IT/Facilities | Director of Operations | Team Member | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Security | Director of Safety and Security | Team Member | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Purchasing | Accounts Payable Manager | Team Member |  |  |

1. Document who the energy team leader is

Energy Team Leader:

|  |  |  |
| --- | --- | --- |
| ☒ | Energy Team Leader: | Director of Engineering |
| ☒ | Appointed by: | General Manager |
| ☒ | Date appointed: | 5/25/23 |
| ☒ | Management has approved | Yes |
| ☒ | Roles and responsibilities for energy team leader have been established and communicated to the potential energy team leader | Yes |
| ☒ | Appointment has been documented and  communicated | Yes |

1. Schedule regular energy management team meetings

|  |  |  |
| --- | --- | --- |
| ☒ | We have established when the energy team will meet | Every other Monday |
| ☒ | We have established where the energy team will meet | Engineering conference room |
| ☒ | We have established who should be present | 5/25/23 |
| ☒ | We have established team roles and responsibilities | Documented |
| ☒ | We have planned to meet on a regular scheduled basis | Yes |

1. Assign and communicate EnMS responsibilities and authorities within the organization

|  |  |  |
| --- | --- | --- |
| ☒ | We have assigned EnMS responsibilities and authorities to appropriate individuals within the organization | In addition to the Energy Team, roles and responsibilities have been assigned across the organization. |
| ☒ | We have communicated these responsibilities and authorities within the organization | Yes |

Energy team leader has committed to:

|  |  |  |
| --- | --- | --- |
| ☒ | Ensure the EnMS is established implemented, maintained, and continually  improved | Yes |
| ☒ | Keep top management informed on EnMS performance | Yes |
| ☒ | Report to top management on energy performance | Yes |
| ☒ | Identify energy team members, with the approval of management | Yes |
| ☒ | Plan and direct energy management activities through the energy team | Yes |
| ☒ | Define and communicate responsibilities and authorities | Yes |
| ☒ | Promote the energy policy and energy objectives across the organization | Yes |
| ☒ | Make sure processes are in place to ensure EnMS effectiveness | Yes |

1. Address and communicate responsibilities for other relevant roles

|  |  |  |
| --- | --- | --- |
| ☒ | We have determined other relevant roles for implementing the EnMS | In addition to the Energy Team, roles and responsibilities have been assigned across the organization. |
| ☒ | We have communicated responsibilities for these roles | Yes |

1. Identify, communicate to top management, and allocate the resources needed for the EnMS

Resources Allocated

|  |  |  |
| --- | --- | --- |
| ☒ | Resources are identified for the EnMS | Developed by the Energy Team |
| ☒ | Resource needed have been communicated to top management | 5/25/23 |
| ☒ | Resources are allocated for the EnMS | 5/25/23 |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☒ | Date approved: | 5/28/23 |
| ☒ | Who approved: | General Manager |

Comments

Click here to enter text.