**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. **Developed and implemented a process for taking corrective action at your organization.**
2. **Defined roles, responsibilities and authorities for the various steps in the corrective action process.**
3. **Trained employees on types of problems and nonconformities to be addressed through implementing the corrective action process.**

**This document is an example of how to complete Playbook Task 24. All blue text should be replaced with your organization’s information, assessments, and/or decisions.**

1. Develop and implement a process for taking corrective action at your organization.

☒ Our established process for corrective action addressed all of the following elements:

* Control and correct the immediate situation
* Evaluate the impacts of the nonconformity
* Determine the cause of the nonconformity
* Act to eliminate the cause
* Review the effectiveness of the action taken
* Retain records

1. Define roles, responsibilities, and authorities for the various steps in the corrective action process.

|  |  |  |
| --- | --- | --- |
| ☒ | We have assigned responsibility for managing the corrective action system to: | Energy Team Leader |

We have communicated the roles, responsibilities, and expectations for the corrective and preventive action system to relevant personnel across the facility. The following duties may be delegated, but the manager of the corrective action system (assigned above) is responsible for ensuring all three of these activities occur and that appropriate records are retained:

|  |  |  |
| --- | --- | --- |
| ☒ | The individual assigned to conduct the cause analysis is: | Energy Team Leader |
| ☒ | The individual assigned to conduct investigations is: | Energy Team Leader |
| ☒ | The individual assigned to act is: | Manager of the affected department, where corrective or preventive action may be needed. |

*We have assigned the following roles and responsibilities:*

|  |  |
| --- | --- |
| Our **employees** understand they are responsible for: | |
| ☒ | Identifying actual and potential nonconformities in their work areas. | Yes, all employees have been informed of their responsibilities. |
| ☒ | Informing appropriate supervisory personnel | Yes, all employees have been informed of their responsibilities. |
| ☒ | Making any immediate corrections | Yes, all employees have been informed of their responsibilities. |

|  |  |
| --- | --- |
| Our **internal auditors** understand they are responsible for: | |
| ☒ | Determining if nonconformities exist in the EnMS | Yes, all internal auditors have been informed of their responsibilities. |
| ☒ | Informing appropriate supervisory personnel | Yes, all internal auditors have been informed of their responsibilities. |
| ☒ | Making any immediate corrections | Yes, all internal auditors have been informed of their responsibilities. |

1. Train employees on the types of problems and nonconformities to be addressed through the implementation of the corrective action process.

☒ We have implemented our process for corrective and preventive action and have ensured that all necessary training for identifying and responding to significant deviations in energy performance is provided.

☒ We have established criteria for what shall be considered a significant deviation and have detailed below:

|  |
| --- |
| * IT equipment: Less than an annual electrical reduction of 4% from the 2024 baseline until 2028 * HVAC System: Less than an annual electrical reduction of 8% from the 2024 baseline until 2028 * Electrical System: Less than an annual electrical reduction of 4% from the 2024 baseline until 2028   Compare with the Objectives and Targets in Task 12. |

☒ We have established processes for identifying and addressing existing and potential problems or nonconformities regarding the 50001 Ready system and have detailed below:

|  |
| --- |
| Our process for identifying and addressing existing & potential problems or nonconformities regarding our EnMS consists of the following:   * Control and correct the immediate situation. * Evaluate the impacts of the nonconformity. * Determine the cause of the nonconformity. * Act to eliminate the cause. * Review the effectiveness of the action taken. * Retain records. |

☒ We will investigate and provide an appropriate response for all significant deviations of key characteristics identified and record results of the response in the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Identified deviations and non-conformities** | **Impact** | **Cause** | **Response** | **Effectiveness of action taken** | **Responsible person** | **Date corrected** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. |

*The following worksheets will assist your team in tracking corrective actions and preventative actions.*

Corrective Action/Preventive Action Request (CAR/PAR) Form

|  |  |  |  |
| --- | --- | --- | --- |
| **EnMS CORRECTIVE ACTION/PREVENTIVE ACTION REQUEST** | | | |
| TRACKING NUMBER: CAR-2025-02-12 | | | |
| Type (check one): | ☒ Corrective Action | | ☐ Preventive Action |
| Source (check one): | ☐ Internal Audit Finding  ☐ Monitoring and Measurement  ☒ Energy Assessment  ☐ Legal Noncompliance  ☐ Noncompliance with Other Requirement Subscribed To  ☐ External Audit  ☐ Management Review  ☐ Other (specify): | | ☐ Employee Suggestion  ☐ Management Review  ☐ Data Analysis  ☐ Other (specify): |
| Date:  2/5/25 | | Issued by:  Energy Team Leader | |
| Response Due Date:  3/5/25 | | Issued to:  Director of Engineering | |
| *Description* of the problem (for corrective action) or opportunity (for preventive action):  Evidence:  Our data center was not in compliance with the [Energy Act of 2020](https://science.house.gov/_cache/files/9/e/9edc6553-02a7-4348-bf35-0f4dfb874315/E5CE6CA3FDB3973518D0BE17C7FE581E34E3DC2D881E808D6B92E2515E9F2A6D.energy-act-of-2020-section-by-section-final.pdf), which “requires” periodic energy audits. Although our data center is not a federal data center, we intend to follow the Energy Act of 2020.  Requirement:  The Energy Act of 2020 states that each federal agency shall consider having its data centers evaluated once every four years by energy practitioners certified under the DCEP program.  Statement of Nonconformity:  Our data center has not undergone an evaluation in six years. | | | |

|  |  |  |
| --- | --- | --- |
| ***Investigation and Action***  *This section to be completed by the affected department manager.* | | |
| Root cause of the actual or potential problem: (How/Why did this happen?)  The leadership team was not aware of the content of the Energy Act of 2020 and its potential impact on our data center. We intend to apply the Energy Act of 2020 as a guideline going forward. | | |
| Action needed? ☒ Yes ☐ No | | |
| Correction (fix now) with completion dates:  Another energy audit for the data center is scheduled for 2025. | | |
| Corrective Action (to prevent recurrence) or Preventive Action (to prevent occurrence) to be taken:  We will add the Energy Act of 2020 to our maintenance documentation as a guideline, along with the necessary action items for compliance. Documentation will help ensure our staff are aware of the Energy Act, which will serve as a guideline. | | |
| Estimated completion date:  3/30/25 | Extended completion date (if applicable):  Click here to enter a date. | |
| Reason for time extension:  Click here to enter text. | | |
| Reviewed by:  Director of Engineering | | Date:  2/10/25 |
| *This section to be completed by the affected dept. manager - after action is completed.* | | |
| Action completed by:  Director of Engineering | | Date completed:  3/5/25 |

|  |  |
| --- | --- |
| ***Follow-Up and Closure***  *This section is to be completed by issuer after action is completed.* | |
| Results of action taken:  Energy audit completed March 2025 | |
| Was the action effective? ☒ Yes ☐ No  Explain:  The audit brings our property into compliance with the Energy Act of 2020, which will be used as our guidelines going forward. | |
| Results reviewed by:  Energy Team Leader | Date closed:  3/25/25 |
| Did this CAR/PAR result in changes to EnMS documents? ☐ Yes ☒ No | |
| If yes, which document(s) was (were) changed?  Click here to enter text. | |

Corrective Action/Preventive Action Request (CAR/PAR) Tracking Log

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CAP/PAR #** | **Source\*** | **Assigned to:** | **Title/Description** | **Issue Date** | **Due Date** | **Extension**  **Due Date** | **Closed?**  **(Y/N)** |
| CAR2025-02-12 | IA | Director of Engineering | Meet the requirements of the [Energy Act of 2020](https://science.house.gov/_cache/files/9/e/9edc6553-02a7-4348-bf35-0f4dfb874315/E5CE6CA3FDB3973518D0BE17C7FE581E34E3DC2D881E808D6B92E2515E9F2A6D.energy-act-of-2020-section-by-section-final.pdf) | 2/25/25 | 3/25/25 | Click here to enter a date. | Y |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. |

\*Source:

IA = Internal Audit

EnA = Energy Assessment

ExA = External Audit

LN = Legal Noncompliance

MM = Monitoring and Measurement

MR = Management Review

ON = Noncompliance with Other Energy Requirement Subscribed To

O = Other

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☒ | Date approved: | 3-30-25 |
| ☒ | Who approved: | General Manager |

Comments

Click here to enter text.