**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. **Checked that processes are in place for reviewing and updating specific parts of the EnMS on a regular basis and that the relevant decisions on “how,” “when,” and “who” are made and implemented.**
2. **Confirmed that the needed connections between the processes of the EnMS and how the organization manages change are present.**
3. **Reviewed processes for integrating EnMS requirements into the organization’s business operations and practices.**
4. **Confirmed that top management promotes continual improvement as part of organizational culture and meets and demonstrates its responsibilities.**
5. **Ensured you have processes in place to continually improve the EnMS and energy performance.**

**This document is an example of how to complete Playbook Task 25. All blue text should be replaced with your organization’s information, assessments, and/or decisions.**

1. Check that processes are in place for reviewing and updating specific parts of the EnMS on a regular basis and that the relevant decisions on “how,” “when,” and “who” are made and implemented.

|  |  |  |
| --- | --- | --- |
| ☒ | As part of the EnMS implementation, we have made a series of decisions regarding processes to ensure that the appropriate reviews and updates occur as planned, as determined, and at defined intervals. | Yes, we documented a set of decisions, processes, procedures, and review protocols as part of the Management Review. |
| ☒ | We have taken appropriate action to implement any reviews and update processes that are not in place. | Yes, we have taken action to implement review and update processes that are not in place. |

*Using the worksheet below, confirm that those specific reviews and processes are in place by identifying the “how”, “who”, and “when’ have been established within the EnMS.*

Reviews / Processes Tracking Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Review /Process** | **Impact to EnMS** | **Cause of impact** | **Action taken** | **Effectiveness of action taken** | **Responsible person** | **Date corrected** |
| Document processes that are not in place | Missing processes can reduce the effectiveness of our EnMS | Staff shortage. | Added support from other members of the Energy Team | A complete set of processes is now documented. | Energy Team Leader | 4/1/25 |
| Implement review processes that are not in place | Delaying reviews can delay improvements. | Staff shortage. | Added support from other members of the Energy Team | Missing review processes are now in place. | Energy Team Leader | 4/3/25 |
| 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. |

1. Confirm that the needed connections between the processes of the EnMS and how the organization manages change are present.

|  |  |  |
| --- | --- | --- |
| ☒ | Top management ensures processes are in place to determine and address major changes affecting the EnMS and energy performance. | Confirmed during the Management Review. |
| ☒ | We have reviewed how changes are addressed in our organization’s EnMS and have confirmed that the processes for managing changes that affect the EnMS are implemented and working properly. | Confirmed during the Management Review. |
| ☒ | Our organization prioritizes robust and inclusive communication processes that ensure relevant functions and personnel are informed so appropriate action can be taken. | Confirmed during the Management Review. |

☒ We ensure that any change affecting the EnMS and energy performance is considered. These changes may include:

* + - * Organizational
      * Technical
      * Legal
      * Competitive
      * Other Click here to enter text.

1. Review processes for integrating EnMS requirements into the organization’s business operations and practices.

|  |  |  |
| --- | --- | --- |
| We have reviewed and confirmed that processes for considering and accomplishing integration are established within our EnMS. We have addressed this in the following ways: | | |
| ☒ | During our management review process, decisions related to continual improvement, including opportunities to improve integration with business processes, are among the specified outputs. | Yes, decisions related to continual improvement are one of the specific outputs of the management review process. |
| ☒ | Our organization sets plans for how to implement and integrate actions in the EnMS and energy performance processes. We do this by integrating actions into objectives, energy targets, action plans, communication processes, operational controls, design plans, monitoring, and measurement activities. | Yes, we have found these plans effective. |
| ☒ | We have considered how our actions to achieve objectives and energy targets can be integrated into the organization’s business processes. Examples of this include integrating actions with strategic planning and budgeting processes, competency-based training requirements, procurement activities, and the development of documented information. | Yes, we have integrated our EnMS with our data center business processes, aligning with our corporate energy objectives. |

1. Confirm that top management promotes continual improvement as part of organizational culture and meets and demonstrates its responsibilities.

|  |  |  |
| --- | --- | --- |
| ☒ | Top management demonstrates its commitment to continual improvement of energy performance and the effectiveness of the EnMS through the management review process and by meeting all responsibilities identified in the Management Commitment task guidance. | Yes. See the Playbook for Task 4. |

1. Ensure you have processes in place to continually improve the EnMS and energy performance.

|  |  |  |
| --- | --- | --- |
| ☒ | We continually improve the suitability, adequacy, and effectiveness of the EnMS by ensuring processes are in place to capture, analyze, and evaluate results. | By utilizing the 50001 Ready framework and following our monitoring and measurement plans, objectives, targets, and training schedules, as well as conducting regular internal audits, we continually improve our EnMS. |

|  |  |  |
| --- | --- | --- |
| ☒ | Top Management representative | General Manager |
| ☒ | Top Management signature | Click here to enter text. |
| ☒ | Date of signature | 4/5/25 |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☒ | Date approved: | 4/5/25 |
| ☒ | Who approved: | General Manager |

Comments

Click here to enter text.