**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.**
6. 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.

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| [x]  | As part of the EnMS implementation we have made a series of decisions about processes to ensure the appropriate reviews and updates are happening as planned, as determined and at defined intervals: | We utilize a shared EnMS Google calendar to ensure that our systems and processes are maintained per our outlined and predetermined schedule.  |
| [x]  | We have taken appropriate action to implement any reviews and update processes that are not in place. | After our internal audit we held the management review and prioritized our updates.  |

*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** |
| EnPI Regression Models | Informs Performance Improvement Calculations / Ensures Proper Functioning of Systems | Monitors and Predicts Energy Use Patterns | EnPIs are consistently monitored and updated with data to ensure proper modelling | Highly Effective thus far, will continue to monitor and evaluate | Energy Team Lead | **11/1/20** |
| Performance Improvement Opportunity Tracker | Guides project selection | Projects determine how performance is improved or maintained | Annually review if other opportunities should be explored more and if the method for identifying opportunities is sufficient | This is an effective timeline for review for our process because of the time required to implement and assess individual projects | Process Engineering Rep | **11/1/20** |
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1. Confirm that the needed connections between the processes of the EnMS and how the organization manages change are present.

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| [x]  | Top management ensures processes are in place to determine and address major changes affecting the EnMS and energy performance.  | We discuss this in our semi-annual management review meeting wherein top management reviews audit trends and we discuss major site changes.  |
| [x]  | 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.  | This is discussed at our management reviews and a section regarding EnMS is specifically labeled on suggestion box website link. |
| [x]  | Our organization prioritizes robust and inclusive communication processes that ensures relevant functions and personnel are informed so appropriate action can be taken. | Monthly all-hands meetings encourage personnel input, in addition to oft-used suggestion box website. All suggestions are thoroughly considered and often utilized to great effect.  |

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

* + - * Organizational
			* Technical
			* Legal
			* Competitive
1. Review processes for integrating EnMS requirements into the organization’s business operations and practices.

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| 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: |
| [x]  | During our management review process, decisions related to continual improvement, including opportunities to improve integration with business processes, are among the specified outputs.  | We emphasize opportunities to integrate with our EMS and suggest site-wide communications strategies. We share the benefits of the continual improvement framework as a guide to change management. |
| [x]  | 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. | We analyze how we can adapt this approach to our facility’s general audience by considering if/how these processes would have to change for other resources used in the facility. |
| [x]  | We have given consideration to 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 or budgeting processes, competency of training requirements, procurement activities and development of documented information. | We now consider energy performance improvement as its own budget item rather than including this under individual department facilities budgets. This improves communications among departments and helps protect dedicated funds.  |

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

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| [x]  | 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. | Top management ensures funding is maintained and protected for EnMS implementation and management, and semiannually shares public messages/updates about the EnMS |

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

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| [x]  | We continually improve suitability, adequacy and effectiveness of the EnMS by ensuring processes are in place to capture, analyze, and evaluate results.  | By implementing the 50001 Ready guidance and adhering to our monitoring and measuring plans outlined in establishing processes, action plans, defining objectives and targets, building training schedules/plans, conducting the internal audit on a regular schedule we continually improve our EnMS |

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| [x]  | Top Management representative  | Jimmy Doe |
| [x]  | Top Management signature  |  |
| [x]  | Date of signature  | **1/15/21** |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| [x]  | Date approved: | 1/16/21 |
| [x]  | Who approved: | Jack Doe |

Comments

Click here to enter text.