**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.**

**This document is an example of how to complete Playbook Task 14. All blue text should be replaced with your organization’s information, assessments, and/or decisions.**

1. 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. The [Data Center Energy Practitioner (DCEP) training program](http://datacenters.lbl.gov/DCEP) can be an essential pillar in the training of all staff.

|  |  |  |
| --- | --- | --- |
| Person | Needed Competency | Evaluation of Current Competency |
| Energy Team Members | EnMS overview and concepts, functional knowledge of Sustainability Tracker inputs, outputs, and reporting. | Acceptable competency, but reinforcement is needed to ensure that the standard vocabulary is understood. |
| Site Leadership Team | Upcoming changes to local energy laws and reporting impacts. | Proficient and well-connected to legislation being developed. |
| Director of Engineering | High-level understanding of the DCIM, EPMS, DCN, and BMC platforms used to monitor, measure, and compile energy data. | Good competency, but high-level training is needed for all aspects of software and hardware capabilities. |
| Engineering Managers | Functional knowledge of DCIM, EPMS, DCN, and BMC to monitor, trend, make setpoint changes, and know when to call in support from contractors. | Good competency, but training is necessary to keep pace with the rapidly evolving data center industry. |
| Site Technicians | Detailed knowledge of DCIM, EPMS, DCN, and BMC to monitor, trend, make setpoint changes, and know when to call in support from contractors. | Good competency, but training is necessary to keep pace with the rapidly evolving data center industry. |

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 Data Center Infrastructure Management (DCIM), the Electrical Power Monitoring Software (EPMS), Data Center Networking (DNC) tools, and the server [Baseboard Management Controllers (BMC)](http://datacenters.lbl.gov/resources/accessing-onboard-server-sensors-energy) to support EnMS activities, develop and approve standard operating procedures and operational controls, educate contractors/suppliers about their role(s) within the EnMS, and develop and maintain the list of improvement opportunities.Site Technicians shall be trained in operating Data Center Infrastructure Management (DCIM), the Electrical Power Monitoring Software (EPMS), Data Center Networking (DNC) tools, and server [Baseboard Management Controllers (BMC)](http://datacenters.lbl.gov/resources/accessing-onboard-server-sensors-energy) to identify, troubleshoot, and correct performance issues related to significant energy uses, how to implement operational controls, identify potential changes to standard operating procedures to optimize performance, work in partnership with contractors/suppliers to reinforce their role(s) within the EnMS, and identify new improvement opportunities. |

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

Energy Team Members:

* The policies regarding energy usage are available through our Sustainability Tracker
* Reinforcement is needed to ensure that common vocabulary is understood.

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:

* High-level training for all aspects of software and hardware capabilities
* Training on the data center’s Sustainability Tracker.

Engineering Managers:

* Ongoing functional training on software and hardware systems
* Training is necessary to keep pace with the rapidly evolving data center industry.

Site Technicians:

* Ongoing detailed training on software and hardware systems
* Training is necessary to keep pace with the rapidly evolving data center industry.
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 |
| Energy Team Members | Coordination & management of the entire EnMS. | 50001 Ready EnMS training is found in the 50001 Ready Navigator. | 2/4/24 | General Manager | 2/4/25 | The Energy Team possesses a fundamental understanding of key energy concepts and policy. |
| Site Leadership | Coordination & management of the entire EnMS. | 50001 Ready EnMS training is found in the 50001 Ready Navigator. | 2/4/24 | General Manager | 2/4/25 | Site leadership has a fundamental understanding of key concepts. |
| Director of Engineering | Leadership of the Engineering Team. | EnPI concepts found in the 50001 Ready Navigator. | 2/6/24 | General Manager | 2/6/25 | EnPIs are established and updated monthly. |
| Engineering Managers | Leadership of the engineering staff. | Software and hardware. | 2/6/24 | Director of Engineering | 2/6/25 | Engineering Managers have more in-depth knowledge of software capabilities. |
| Site Technicians | Maintains and operates the EnMS. | Software and hardware. | 2/8/24 | Engineering Managers | 2/8/25 | Site Technicians have more in-depth knowledge of software capabilities. |

|  |  |  |
| --- | --- | --- |
| ☒ | Training needs for our facility will be updated at least annually | Part of the Management Review process |
| ☒ | When: | 2/14/24 |
| ☒ | Responsible personnel: | Energy Team Leader |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☒ | Date approved: | 2/14/24 |
| ☒ | Who approved: | General Manager |

Comments

Click here to enter text.