**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.**
5. 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.

|  |  |  |
| --- | --- | --- |
| Person | Needed Competency | Evaluation of Current Competency |
|      Lab equipment Maintenance Contractor |      best practices for equipment-use and project planning to optimize ‘appliance on’ time; optimized appliance settings  |      strong project planning competency, some optimized appliance setting awareness, low best practice equipment use competency |
|      Facilities Manager |      awareness of norms in consumption to spot spikes; best practices for different efficient appliances; aware of right contacts for issues in different department spaces |       strong awareness of contacts for different issues throughout organization; limited competency in other needed areas |
|       Building Occupant |      best practices for electronic equipment including computers, monitors, larger office appliances and lab equipment; maintenance request/facilities communications |      low competency in all areas |
|      Researchers who use SEUs |      goals of EnMS and reason for focus on these areas; best practice SEM use and sample prep; wet lab temperature regulation goals |      ranging competency in all areas |
|       |       |       |

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:

|  |
| --- |
| See above. We have added these competencies into position descriptions and standardized contracting language for contractors. |

[ ]  We have identified necessary training for filling in identified competency gaps:

We will add EnMS specific training modules to annual training program for researchers and general staff. The facilities manager with extensive support from a communications department representative will develop the trainings and ensure they acquire relevant approvals.

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 related to EnMS (SEU) | Training Required | Training Completed | Approving Supervisor  | Next Training Planned | Action Effectiveness |
| Sustainability team | system maintenance | General EnMS training |       |       |       |       |
| facilities team | system maintenance and implementation | General EnMS training |       |       |       |       |
| Contracted maintenance staff | Responsible for optimizing appliance settings, including SEU appliances | Best practice documentation and optimization training; best practice appliance use training |       |       |       |       |
| Researchers | Use SEUs and office equipment  | Best practice SEU use and general equipment use |       |       |       |       |
|       |       |       |       |       |       |       |

|  |  |  |
| --- | --- | --- |
| [ ]  | Training needs for our facility will be updated at least annually | EnMS team leader and communications team liaison will lead annual training review Q3 every year |
| [ ]  | When: | Q3 every year |
| [ ]  | Responsible personnel: | EnMS team leader and communications liaison |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| [ ]  | Date approved: | Click here to enter a date. |
| [ ]  | Who approved: | Click here to enter text. |

Comments

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