Sample Design Details: *Enhance an Existing SEM Program using 50001 Ready*

Version 1.0

1. INTRODUCTION

This document is provided for energy efficiency program administrators and implementers that have an existing SEM program and want to use 50001 Ready to enhance their offering. It is meant as a starting point and reference as they make decisions about changes to their program.

Benefits of this program include:

1. An expanded portfolio of energy efficiency offerings with a Strategic Energy Management (SEM) Program based on ISO 50001 best practices.
2. Claiming of savings from operations and maintenance (O&M) and business-practice (or behavioral) energy efficiency projects.
3. The development of a pipeline of capital and custom energy efficiency projects.
4. Leverage of DOE's world-class resources to create value for customers while minimizing program development and implementation costs.
5. Ability to provide industrial and large commercial customers with national recognition from US DOE.

This sample design is based on US DOE's award-winning 50001 Ready Navigator, an online guide to establish or enhance an energy system, and is supported by a variety of tools and resources publicly available from US DOE.

1.1 What is 50001 Ready?

50001 Ready is an online easy-to-use and structured approach for facilities to establish a continuous energy improvement practice in conformance with the ISO 50001 voluntary standard for energy management systems in industrial, commercial, and institutional facilities. ISO 50001 is designed to link the C-suite with facility personnel to better value and plan for energy improvement. The standard is complementary to other professional benchmarks and certifications, such as ENERGY STAR or LEED; implementation of an ISO 50001 structure can improve a facility's performance within other energy commitments or credentials. 50001 Ready offers:

1. 50001 Navigator, an on-line application that provides step-by-step guidance and tools to implement ISO 50001 practices without certification
2. Guidance to identify facility-wide energy use and develop action plans for performance improvement
3. Ability for a 3rd party implementer to provide technical support and help desk functions as needed
4. A means to quantify and track overall facility energy savings across all fuels, including the ability to separate capital projects from operations and maintenance (O&M) improvements
5. 50001 Ready recognition upon accomplishment of self-attested achievement, without external audits

1.2 What value does 50001 Ready bring to program administrators and implementers?

50001 Ready resources are designed to be handed off to program implementers—including utilities, states, municipalities, public benefits administrators, disclosure groups, and other membership organizations—and can be used in a variety of ways to supplement their existing programs. 50001 Ready can be structured either as an energy program or as a customer engagement platform for increased customer satisfaction.

Energy Program. Offering an energy program around 50001 Ready allows utilities, implementers and customers to work together to build a long-term pipeline of improvement opportunities and to quantify O&M savings. 50001 Ready resources can also provide the foundation for Strategic Energy Management[1] (SEM) or Continuous Energy Improvement (CEI) programs.

[1] Strategic Energy Management or SEM is the name used by program administrators who worked with the Consortium for Energy Efficiency's (CEE) industrial SEM initiative to define "a continuous improvement approach to reducing energy

Customer Satisfaction. Offering 50001 Ready as a customer satisfaction approach allows utilities and implementers to provide a service for key customers to assist in their understanding, planning and managing energy improvements. Utilities and implementers can offer the 50001 Ready tools and provide customer support to maintain contact throughout the process.

More details on 50001 Ready and ways it can be used by a Program Administrator can be found on DOE's 50001 Ready website.

1.3 What are the 50001 Ready Utility Program Sample Designs?

The 50001 Ready SEM Utility Program Sample Designs (Sample Designs) are examples that highlight how energy efficiency program administrators and implementers are using or can use 50001 Ready to enhance or supplement their existing offerings. They provide sample pathways to integrating 50001 Ready, ranging from on-line workshops to multi-year SEM programs and are available on DOE's 50001 Ready website.

All Sample Designs use 50001 Ready Navigator (Navigator) as the backbone for helping a customer implement and maintain an energy management system in conformance with ISO 50001. Appendix 1 lists the 25 tasks defined by 50001 Ready Navigator.

The reference designs are all organized by units. The units help to organize objectives and outcomes into a clear timeframe, for both the program and the customer. They help clarify objectives and activities into distinct timelines. Depending on the resources available to a program and the chosen design goals, units might include both workshops and individual activities. A unit could last anywhere from one month to six months, depending on both the length of the overall program and the objectives of the unit.

intensity over time…". More details on CEE's Industrial SEM Initiative are available at: https://library.cee1.org/content/cee-industrial-strategic-energy-management-initiative/

2. SAMPLE DESIGN DETAILS: ENHANCE AN ESTABLISHED SEM PROGRAM USING 50001 READY

This Sample Design gives an example of how a utility with an existing and successful Strategic Energy Management (SEM) program can use 50001 Ready to enhance their offering. The design assumes that the utility or program:

1. Has an established SEM program that engages with customers over a two-year period.
2. The SEM program will claim savings from Operations and Maintenance (O&M), process improvement, and business-practice (behavior) energy efficiency projects.
3. Has a sufficient number of industrial and/or large commercial customers that are interested in the program to run a small group of at least three to five facilities.

If your program does not meet these assumptions, you can use DOE's SEM Program Design tool to help you think through other design options.

This design uses 50001 Ready as a foundation while incorporating the flow of and best practices from existing program administrator SEM offerings such Bonneville Power Administration's "High Performance Energy Management" and California's "Industrial SEM Design Guide."

This design is used to guide a group of customers through Navigator's 25 tasks and is separated into nine units. Each unit contains a combination of workshops and site-specific activities. Details on why the sample designs contain workshops and site-specific activities can be found here.

Details, including timing, on each of the units, each of the workshops, and each of the site-specific activities are found in the following sections. If you are interested in other designs or have questions or feedback please contact **Sandy Glatt at sandy.glatt@ee.doe.gov.**

2.1 Unit 1: Setting up an EnMS

	Workshop	Site-Specific Activities	Navigator Tasks Covered/Reviewed[2]	Navigator Tasks Completed[3]
Unit 1 Setting up an EnMS *months 1-2*	Workshop #1	Kick-off Meeting Data Collection Plan Baseline Data Collection	1: Scope and Boundaries 2: Energy Policy 3: Management Commitment 4: Energy Team 5: Legal Requirements 6: Data Collection 9: Relevant Variables 15: Measurement 25: Management Review	1: Scope and Boundaries 2: Energy Policy 3: Management Commitment 4: Energy Team 5: Legal Requirements

Unit 1 introduces the facility staff to the overall program and to the process of setting up an EnMS that is aligned with 50001 Ready. The goal of this unit is to set up the infrastructure that will help facility staff meet the program goals.

The **Kick-Off Meeting**, which is held before the workshop, introduces each plant manager and key facility staff to the requirements of the program and to their responsibilities within the program. It also introduces facility staff to the steps needed to identify and collect related energy consumption and relevant variable data and helps them develop a draft **Data Collection Plan** that documents how they will collect and share relevant **Baseline Data**.

Workshop #1, which typically lasts 8 hours, introduces facility staff to the program approach, timing and requirements and gives them practical guidance in setting up their EnMS. It allows facility staff to develop and share thoughts on:

1. Task 1: The definition and documentation of the scope and boundaries of the EnMS,
2. Task 2: The development and approval of an energy policy,
3. Task 3: The commitment required from and the roles and responsibilities of top management,
4. Task 4: The establishment and the roles and responsibilities of an energy team,
5. Task 5: The identification and documentation of energy-related legal requirements,
6. Task 6: The identification and collection of related energy consumption data, and
7. Task 9: The determination and documentation of relevant variables that affect energy consumption.

After the workshop, program staff and facility staff together will review the **Data Collection Plan** and discuss potential updates. Based on that plan, the participant will collect **Baseline Data** to share with program staff so savings calculation can be developed in preparation for Unit 3: Measuring & Tracking Energy Performance.

[2] Navigator Task Covered/Reviewed means the task is introduced or updated in this unit. Although some steps may be taken in this unit, the task may not be completed before the next unit begins.
[3] Navigator Tasks Completed means the task is finished, per the Navigator Tool, before the next unit begins. The task may be reviewed and updated in a future unit.

2.2 Unit 2: Improving Energy Performance

	Workshops	Site-Specific Activities	Navigator Tasks Covered/Reviewed	Navigator Tasks Completed
Unit 2: Improving Energy Performance *months 3-5*	Workshop #2	Energy Footprint Treasure Hunt	7: Data Analysis 8: Significant Energy Uses 11: Baselines, Objectives & Targets 12: Improvement Opportunities 13: Improvement Projects	12: Improvement Opportunities 13: Improvement Projects

Unit 2 helps facility staff understand how the facility uses energy, how to identify improvement opportunities, and how to prioritize and plan improvement projects. The goal of this unit is to identify and implement projects that save energy.

Workshop #2, which typically lasts 8 hours, introduces facility staff to the basics of analyzing their baseline data to understand how their facility uses energy. It also introduces them to the basics of finding improvement opportunities and of prioritizing and planning improvement projects so facility staff can begin to save energy. During this workshop, participants will begin to work on:

1. Task 7: Analyzing energy consumption data at the system/equipment level
2. Task 8: Determining Significant Energy Uses and determined their energy performance
3. Task 11: Establishing an energy baseline, objectives, and energy performance improvement targets
4. Task 12: Identifying and prioritizing energy performance improvements
5. Task 13: Developing action plans to implement energy improvement projects

The **Energy Footprint**[4] activity, which takes place after the workshop, supports facility staff in visualizing how and where energy is used. This activity is led by the participant and supported by program staff.

The **Treasure Hunt**[5] activity, which takes place after the Energy Footprint activity, is an in-plant event whose goal is to identify improvement opportunities throughout the facility and to prioritize and plan improvement projects. Typically, this activity is co-managed by program staff and participant staff, takes one full-day, and requires technical program staff that can help identify and prioritize capital, process, operations and maintenance improvements.

[4] The Energy Footprint activity should be based on the Energy Uses tab in the DOE Energy Footprint Tool or a similar resource. The full tool, along with a description and tutorial of how to use the tool is available at https://energy.gov/eere/amo/downloads/energy-footprint-tool

[5] The Treasure Hunt activity should be based on the EPA's ENERGY STAR Treasure Hunt or a similar resource.

2.3 Unit 3: Measuring & Tracking Energy Performance

	Workshops	Site-Specific Activities	Navigator Tasks Covered/Reviewed	Navigator Tasks Completed
Unit 3 Measuring Energy Performance *months 6-7*	Workshop #3	Energy Savings Calculation Review	6: Data Collection 7: Data Analysis 8: Significant Energy Uses 9: Relevant Variables 10: Performance Indicators 11: Baselines, Objectives & Targets 24: Calculate Energy Savings	6: Data Collection 7: Data Analysis 8: Significant Energy Uses 9: Relevant Variables 10: Performance Indicators 11: Baselines, Objectives & Targets 24: Calculate Energy Savings

Unit #3 helps facility staff understand how to measure and track their energy performance. The goal of this unit is to create an approach that the facility staff and program staff can use to calculate energy savings.

Workshop #3 typically lasts 6 hours and gives facility staff the opportunity to review the different inputs that go into calculating their energy savings, and to learn to use and modify the Energy Footprint Tool so they can begin reporting their energy performance improvement. In addition, they will begin to share information on how they will be:

1. Task 6: Identifying all energy sources and collecting energy consumption data
2. Task 7: Analyzing energy consumption data at the system/equipment level
3. Task 8: Determining Significant Energy Uses and determined their energy performance
4. Task 9: Determining the relevant variables that affect energy consumption and collect data
5. Task 10: Identifying Energy Performance Indicators
6. Task 11: Establishing an energy baseline, objectives, and energy performance improvement targets
7. Task 24: Demonstrating an improvement in energy performance at the facility

The **Energy Savings Calculation Review** activity[6], which takes place after the workshop, allows program staff and facility staff to review the results of the energy savings calculation together to ensure the calculations are accurate. Program staff typically lead this activity.

[6] The Energy Savings Calculation Review activity should be based on the DOE Energy Footprint tool, available at https://energy.gov/eere/amo/downloads/energy-footprint-tool, the DOE Energy Performance Indicator tool, available at https://energy.gov/eere/amo/articles/energy-performance-indicator-tool, or a similar resource.

2.4 Unit 4: Engaging Employees

	Workshops	Site-Specific Activities	Navigator Tasks Covered/Reviewed	Navigator Tasks Completed
Unit 4 Engaging Employees *months 8-9*	Workshop #4	Communication Training	20: Communications 21: Training	20: Communications 21: Training

Unit 4 provides strategies and tactics for creating awareness among all personnel in a facility about the energy policy and their roles and responsibilities in supporting it. The goal of this unit is to engage employ employees and ensure they have the competence and understanding to implement the EnMS.

Workshop #4 typically lasts 6 hours and introduces the general concepts of engaging employees, giving facility staff the opportunity to begin documenting their communication and training plans and to share ideas on how they will be:

1. Task 20: Informing all organizational personnel about the energy policy and their roles and responsibilities
2. Task 21: Identifying training needs for key staff and contractors

The **Communication and Training** activities, which take place after the workshop, support the participants in finalizing and implementing the communication and training plans. Typically, the facility staff lead this activity with program staff support.

2.5 Workshop #5: Improving the EnMS

	Workshops	Site-Specific Activities	Navigator Tasks Covered/Reviewed	Navigator Tasks Completed
Unit 5 Managing the EnMS *months 10-14*	Workshop #5	Navigator Review Operational Controls Management Review Year 1 Savings Calculation Review	5: Legal Requirements 14: Monitoring 15: Measurement 16: Operational Controls 17: Corrective Actions 19: Documentation and Records 23: Procurement 25: Management Review	14: Monitoring 15: Measurement 25: Management Review

Unit 5 gives facility staff a chance to reflect on their EnMS and discuss how to set up the controls that will allow, both the system itself and the facility's energy performance, to continuously improve. The goal of this unit is to identify and plan the improvements needed to complete the EnMS.

Workshop #5, which typically lasts 8 hours, introduces the concepts of continuously improving the EnMS and creating project persistence. It introduces how related efforts, like operational controls, procurement, and documentation and records, can affect the energy performance of a facility and gives facility staff the opportunity to develop plans to improve those efforts. Participants will discuss how they will be:

1. Task 14: Developing a plan for the ongoing monitoring and analysis of key performance metrics
2. Task 15: Ensuring energy monitoring and measurement activities are accurate and repeatable
3. Task 16: Setting, communicating, and implementing operations and maintenance criteria for Significant Energy Uses
4. Task 17: Investigating and responding to significant deviations in energy performance or in the performance of the Energy Management System
5. Task 19: Developing processes to control documents and records
6. Task 23: Conducting internal audits
7. Task 25: Holding periodic review of the Energy Management System with top management

The **Navigator Review** activity, which takes place before the workshop, helps facility staff input and track their EnMS progress using the 50001 Ready Navigator. The program staff typically lead this activity.

The **Operational Controls** activity, which takes place after the workshop, helps the facility staff review where operational controls might be necessary, and to devise and implement strategies for creating operational controls for their most significant energy uses (SEUs). The facility staff typically lead this activity with program staff support.

The **Management Review** activity helps facility staff prepare and deliver a review of the EnMS to their top management. Facility staff typically lead this activity with program staff support.

The **Year 1 Savings Calculation Review** activity gives facility staff and program staff the opportunity to review and ensure energy savings for the first year are accurate.

2.6 Unit 6: Improving & Measuring Energy Performance Year 2

	Workshops	Site-Specific Activities	Navigator Tasks Covered/Reviewed	Navigator Tasks Completed
Unit 6 Improving & Measuring Energy Performance-Year 2 *months 14-17*	Workshop #6	Energy Uses Treasure Hunt Year 2 Energy Savings Calculation	7: Data Analysis 8: Significant Energy Uses 12: Improvement Opportunities 13: Improvement Projects 24: Calculate Energy Savings	

Unit 6 gives facility staff the opportunity to improve on elements learned in Unit 2 and Unit 3. In Unit 6, facility staff learn more technical aspects of calculating energy savings, identifying improvement opportunities, analyzing their SEUs, and to complete a review of the available and needed energy data. This unit has two goals: 1) to enhance the facility staff's ability to see and act on energy data, and 2) to identify further improvement opportunities.

Workshop #6, which typically lasts 8 hours, builds on the concepts introduced in workshops #2 and #3. It provides facility staff with advanced methods for understanding and identifying improvement opportunities, explores options for collecting and disseminating energy data, and provides guidance on creating a more detailed and useful Energy Footprint. In addition, at the workshop participants will begin documenting how they will be:

1. Task 7: Analyzing energy consumption data at the system/equipment level
2. Task 8: Determining Significant Energy Uses and determined their energy performance
3. Task 12: Identifying and prioritizing energy performance improvements
4. Task 13: Developing action plans to implement energy improvement projects
5. Task 24: Calculating their improvement in energy performance at the facility

The **Energy Uses** activity, typically lead by the facility staff with the program staff support, focuses on developing a more detailed Energy Uses list that can be used to support facility staff's efforts to visualize energy consumption.

The **Treasure Hunt** activity, which is held at the facility and lead jointly by program staff and facility staff, guides facility staff in identifying and prioritizing improvement opportunities, focusing on opportunities that may not have been found in the first Treasure Hunt completed in Unity 2.

The **Year 2 Energy Savings Calculation** activity, which is typically led by facility staff, helps the facility staff and program staff review assumptions made in calculating Year 1 savings to ensure they are valid in Year 2. In addition, mid-year energy saving estimates are made for year 2.

2.7 Unit 7: Engaging Employees Year 2

	Workshops	Site-Specific Activities	Navigator Tasks Covered	Navigator Tasks Completed
Unit 7 Engaging Employees Year 2 *months 18-21*	Workshop #7	Communication Training	18: Energy Consideration in Design 19: Documentation and Records 20: Communications 21: Training 22: Procurement	18: Energy Consideration in Design 22: Procurement

Unit 7 gives guides facility staff through a review of employee engagement activities implemented in Unit 4 to increase the impact employees have on the EnMS and energy performance. Through this unit, the effects of design, documentation, and procurement are explored and plans are developed to improve those items. The goal of this unit is to further develop employee engagement.

In **Workshop #7**, which typically lasts 6 hours, facility staff review the successes and failures of their employee engagement activities and discuss how design, procurement, and documentation can affect their EnMS efforts. In this workshop, facility staff develop plans to further improve their employee engagement efforts focusing on how they will be:

1. Task 18: Considering energy performance opportunities when designing new, modified, or renovated facilities, equipment, systems, and processes
2. Task 19: Developing processes to control documents and records
3. Task 20: Informing all organizational personnel about the energy policy and their roles and responsibilities
4. Task 21: Identifying training needs for key staff and contractors
5. Task 22: Establishing performance criteria for purchases affecting energy performance

The **Communication and Training** activities, held after the workshop and led by facility staff, seek to implement the plans developed in Workshop #7, enhancing their employee engagement approach.

2.8 Unit 8: Improving the EnMS

	Workshops	Site-Specific Activities	Navigator Tasks Covered/Reviewed	Navigator Tasks Completed
Unit 8 Improving the EnMS *months 21-23*	Workshop #8	Navigator Review Documentation Review Internal Audit	5: Legal Requirements 14: Monitoring 15: Measurement 16: Operations Controls 17: Corrective Actions 19: Documentation and Records 23: Internal Audit 25: Management Review	16: Operations Controls 17: Corrective Actions 19: Documentation and Records 23: Internal Audit

Unit 8 gives helps facility staff finalize their EnMS, ensuring it is ready for 50001 Ready self-attestation. This unit guides facility staff through a second EnMS Navigator Assessment and helps them better understand any gaps that can affect either the performance of their EnMS or their ability to reach 50001 Ready self-attestation. The goal of this unit is to complete all 50001 Ready tasks.

Workshop #8, which typically lasts 8 hours, guides facility staff through a final review of the EnMS, including a review of documentation and an internal audit. At this workshop, facility staff review the documentation and internal audit requirements and make plans to complete both. They also review their efforts in monitoring, measurement, operational controls, and corrective actions, and plan for a management review.

1. Task 5: The identification and documentation of energy-related legal requirements,
2. Task 14: Developing a plan for the ongoing monitoring and analysis of key performance metrics
3. Task 15: Ensuring energy monitoring and measurement activities are accurate and repeatable
4. Task 16: Setting, communicating, and implementing operations and maintenance criteria for Significant Energy Uses
5. Task 17: Investigating and responding to significant deviations in energy performance or in the performance of the Energy Management System
6. Task 19: Developing processes to control documents and records
7. Task 23: Conducting internal audits
8. Task 25: Holding periodic review of the Energy Management System with top management

The **Navigator Review** activity, which is typically completed prior to the workshop, helps facility staff use the 50001 Ready Navigator tool to review their progress on all Navigator Tasks and to define the effort needed to complete them. Facility staff lead this effort with program staff support.

The **Documentation Review** activity, which should be done after the workshop, helps facility staff ensure their documentation and records meet the 50001 Ready requirements. Facility staff lead this effort with program staff support.

The **Internal Audit** activity, which should take place after the workshop, helps facility staff prepare for and implement a review of the effectiveness of their EnMS and prepare a report for their top management. Facility staff should lead this effort with program staff support.

2.9 Unit 9: Celebration and Next Steps

	Workshops	Site-Specific Activities	Navigator Tasks Covered
Unit 9 Celebration and Next Steps *month 24 and 25*	Workshop #9: Celebration	Planning for Next Steps Presentation Development	*None*

Unit 9 helps facility staff share their accomplishments and generate enthusiasm for continuing support of the EnMS. This unit provides a forum for their peers and managers to recognize the work they have done and hear their plans for the future.

At **Workshop #9**, which typically lasts 4 to 6 hours, facility staff provide a brief presentation, to both their facility's manager and to the other facility staff, explaining their experience going through the program.

The **Planning for Next Steps** activity should take place before the workshop and is done to help both the facility staff and program staff understand their role and actions after the program engagement period ends.

The **Presentation Development** activity also takes place before the workshop and is led by facility staff, helping them prepare their presentation for Workshop #9.

APPENDIX A: 50001 READY NAVIGATOR TASKS

The 50001 Ready Navigator is an online guide for establishing an energy management system to plan, identify, prioritize, and implement projects that will improve your facility's energy performance. Completion of the 50001 Ready Navigator prepares facilities to pursue certification to the international best practice for energy management systems, ISO 50001.

Building on the structure of ISO 50001, the US Department of Energy has outlined 25 tasks with supporting guidance that your team will need to complete in order to implement a ***50001 Ready*** Energy Management System.
The 25 tasks are grouped into four sections:

- Planning (tasks 1-5)
- Energy Review (tasks 6-13)
- Continual Improvement (tasks 14-18)
- System Management (tasks 19-25)

The following is a complete list of all 50001 Ready Navigator Tasks.

Section 1: Planning		
Task 1	Scope and Boundaries	We have defined, documented and approved the Scope and Boundaries of our 50001 Ready energy management system
Task 2	Energy Policy	We have developed an energy policy statement, which has been approved by top management
Task 3	Management Commitment	Our top management has expressed its commitment to the 50001 Ready system, and are aware of their roles and responsibilities
Task 4	Energy Team	We have established an energy team that meets regularly and includes a management representative. Roles and responsibilities have been defined for the energy team and all affected personnel.
Task 5	Legal Requirements	We have identified energy-related legal requirements that apply to our operations, have a process to evaluate and update these over time, and evaluated our compliance with them
Section 2: Energy Review		
Task 6	Data Collection	We have identified all our energy sources and uses and accurately collected the related energy consumption data

Task 7	Data Analysis	We have analyzed our energy consumption data at the system/equipment level
Task 8	Significant Energy Uses (SEUs)	We have determined our Significant Energy Uses (SEUs) and determined their energy performance, estimated future consumption and have a plan for reviewing and updating them.
Task 9	Relevant Variables	We have determined the relevant variables that affect energy consumption of each SEU and collected the associated data.
Task 10	Performance Indicators (EnPIs)	We have identified energy performance indicators (EnPIs) and developed a methodology for determining and updating them.
Task 11	Baselines, Objectives and Targets	We have established an energy baseline(s), approved objectives and energy performance improvement targets, and timeframes for their achievement
Task 12	Improvement Opportunities	We have identified and prioritized energy performance improvement opportunities, and have a process in place to continue to update them
Task 13	Improvement Projects	After using a documented project selection process, we have developed action plans and implemented energy improvement projects
Section 3: Continual Improvement		
Task 14	Monitoring	We have ongoing monitoring and analysis of our energy consumption, SEUs, relevant variables, and action plan progress and effectiveness
Task 15	Measurement	We have an energy measurement plan, reviewed periodically, which defines, organizes and documents our monitoring and measurement activities, and ensures they are accurate and repeatable.
Task 16	Operational Controls	We have set operations and maintenance criteria for our SEUs, operate them accordingly, and communicate these controls to relevant personnel
Task 17	Corrective Actions	We investigate and respond to significant deviations in energy performance and potential issues with the 50001 Ready system, taking corrective and preventative actions as needed

Task 18	Energy Consideration in Design	We consider energy performance opportunities when designing new, modified, or renovated facilities, equipment, systems and processes
Section 4: System Management		
Task 19	Documentation and Records	We have developed and have processes in place to control the 50001 Ready systems documents and records
Task 20	Communications	All organizational personnel have been informed about our energy policy and their roles and responsibilities, and solicited for suggestions. We have determined the policy and method (if applicable) for external communications about our energy policy/performance.
Task 21	Training	Training needs for the 50001 Ready system and the SEUs have been identified, and staff and contractors have been trained as needed to ensure they are qualified for their energy management role
Task 22	Procurement	We have established energy performance criteria spanning the operating life for purchases affecting energy performance, informed suppliers that this is a factor in procurement, and have defined and currently use specifications for energy supply purchases
Task 23	Internal Audit	We have conducted internal audits of the 50001 Ready system and reported those results and corresponding corrective/preventive action items to top management
Task 24	Calculate Energy Savings	We have determined our energy performance improvement.
Task 25	Management Review	Top management has periodic reviews of the 50001 Ready energy management system and our organization's energy performance.