EnMS Training Needs Planning Matrix (example)

Location: Anytown Facility\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_8/15/201X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_Jerry Whiteman\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **WHAT TRAINING IS NEEDED?** | **WHO NEEDS THE TRAINING?** | **WHAT INFORMATION IS NEEDED? WHAT EnMS DOCUMENTS (if any) ARE INVOLVED?** | **WHO IS RESPONSIBLE FOR CONDUCTING THE TRAINING? (Position)** | **HOW/WHERE WILL THE TRAINING BE DONE?** | **WHEN WILL THE TRAINING BE DONE?** | **WHAT WILL BE THE RECORD OF TRAINING** |
| --- | --- | --- | --- | --- | --- | --- |
| *General EnMS Awareness* | * *All employees* * *New hires* * *On-site contractors* | * *Energy Policy* * *General EnMS Awareness PPT Presentation* | * *Energy Management Representative* | * *Management meetings* * *Shift meetings* * *New Hire Orientation* * *Contractor Orientation* | * *Annually* * *New Hire Orientation* * *Monthly Contractor Orientation* | * *Signature sheets* * *Signature cards for contractors* |
| *!POWER DOWN! Office Electrical Energy Conservation Program* | * *All Office Personnel* * *New office staff hires* | * *!POWER DOWN! Tip Sheets and Checklist* | * *HR Manager* | * *Monthly staff meeting* | * *Quarterly* | * *!POWER DOWN! Training Certificates* |
| *Departmental-Specific EnMS and SEU Awareness\**  *\*based on current version of the SEU Control Chart = Boiler and Ovens* | *BOILERS*   * *Boiler operators* * *Maintenance personnel*   *OVENS*   * *Oven Operators* * *Maintenance Personnel* | * *Impacts of their activities on energy consumption* * *Actual/potential energy consequences of not following procedures* * *Applicable operational controls* | * *Maintenance Manager* | * *Training meetings* | * *Weekly as needed* | * *Departmental training record* |
| *Significant Energy Uses Awareness* | * *Onsite contractors* | * *Actual and potential impacts of their activities on energy consumption* * *Energy consequences of not following procedures* * *Relevant operational controls* * *Contractor Energy Awareness Brochure* | * *Maintenance Manager* * *Departmental Managers* | * *Contractor Energy Awareness Video & Briefing Session* | * *Monthly Contractor Orientation and as needed* | * *Signature cards* |
| *ISO 50001 EnMS Lead Auditor Training* | * *Energy Management Representative* * *Maintenance Supervisor* | * *ISO 50001 Standard* | * *RABQSA- Accredited Training Provider (External)* | * *Publicly Available ISO 50001 Lead Auditor Training Course* | * *Initial Training November 201X, then as needed* | * *Certificates of Course Completion & Competency* |
| *ISO 50001 EnMS Internal Auditor Training* | * *Internal Auditors* | * *ISO 50001 Standard* * *Internal Audit Procedures* | * *Energy Management Representative* | * *Classroom training* | * *Quarterly* | * *Training Certificates* |