**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.

**For Task 2: This part of the Navigator Playbook is completed when you have:**

1. **Identified and recorded the interested parties relevant to your organization’s energy performance and EnMS using the Worksheet or similar document.**
2. **Determined the needs and expectations of these interested parties as they relate to your organization’s EnMS.**
3. **Identified the applicable legal and other requirements related to energy.**
4. **Assigned responsibilities and establish a frequency for reviewing and updating the completed matrix.**
5. **Implemented a process to periodically evaluate compliance with the identified requirements.**
6. **Identify interested parties and**
7. **Determine their needs and expectations**

|  |  |  |
| --- | --- | --- |
| **Interested Party** | **How Relevant to EnMS?** | **Needs/**  **expectations** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. **Identify legal and other requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Issue date** | **Relation to energy and EnMS** | **Compliance Status. Requires further action?** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
|  | We have committed to meeting all of the above requirements | Click here to enter text. |

1. **Assign responsibilities and establish frequency for reviewing and updating the interested parties and legal requirements tables**

|  |  |  |
| --- | --- | --- |
|  | We have established a process for evaluating and updating requirements | Click here to enter text. |
|  | We have established a schedule and assigned responsibilities | Click here to enter text. |
|  | We have a system to ensure records of results are maintained | Click here to enter text. |
|  | Who is responsible? | Click here to enter text. |

1. **Implement a process to evaluate compliance with the identified legal requirements**

|  |  |  |
| --- | --- | --- |
|  | We have established process for evaluating compliance | Click here to enter text. |
|  | We have assigned evaluation and compliance roles and responsibilities | Click here to enter text. |
|  | Date legal requirements were last reviewed: | Click here to enter a date. |
|  | Who reviewed: | Click here to enter text. |

**Top Management Approval**

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

**Comments**

Click here to enter text.

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