**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.

*©2017, The Regents of the University of California*

*Notice: This document has been authored by employees of the Regents of the University of California, and others, under Contract No DE-AC02-05CH11231 with the U.S. Department of Energy, for the management and operation of the Lawrence Berkeley National Laboratory. The United States Government retains a non-exclusive, paid-up, irrevocable, worldwide license to publish or reproduce the published form of this document, or allow others to do so for United States Government purposes.*

*In coordination with the U.S. Department of Energy, the Saudi Energy Efficiency Center has modified and reproduced the content of this document to best serve the market needs in the Kingdom of Saudi Arabia.*