**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. **Drafted your energy policy statement.**
2. **Had top management approve the energy policy.**
3. **Incorporated the energy policy into your EnMS awareness program.**
4. **Draft your energy policy statement**

Energy policy includes commitments to the following:

|  |  |  |
| --- | --- | --- |
| [ ]  | Achieving continual improvement in energy performance | Click here to enter text. |
| [ ]  | Ensuring the information and resources needed to meet energy objectives and targets are available | Click here to enter text. |
| [ ]  | Complying with applicable legal requirements and other energy-related requirements  | Click here to enter text. |
| [ ]  | Purchasing of energy-efficient products and services | Click here to enter text. |
| [ ]  | Having energy performance improvement in design activities | Click here to enter text. |

Our energy policy is:

|  |
| --- |
| Click here to enter text. |

Energy Policy Completion

|  |  |  |
| --- | --- | --- |
| [ ]  | Energy policy has been completed | Click here to enter text. |
| [ ]  | Date completed | Click here to enter a date. |

1. **Have top management approve the energy policy**

Top Management Approval

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

1. **Incorporate the energy policy into your EnMS awareness program**

Incorporated into EnMS awareness program

|  |  |  |
| --- | --- | --- |
| [ ]  | Date incorporated: | Click here to enter a date. |
| [ ]  | How incorporated: | 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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