**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. **Formed an energy team and obtained authority from top management for it to oversee the EnMS and carry out assigned responsibilities.**
2. **Documented who the energy team leader is.**
3. **Scheduled regular energy management team meetings.**
4. **Assigned and communicated EnMS responsibilities and authorities within the organization.**
5. **Addressed and communicated responsibilities for other relevant roles.**
6. **Identified, communicated to top management, and allocated the resources needed for the EnMS.**
7. **Form an energy team and obtain authority from top management for it to oversee the EnMS and carry out assigned responsibilities**

Qualifications:

|  |  |  |
| --- | --- | --- |
| [ ]  | We have established a set of qualifications for the energy team leader | Click here to enter text. |
| [ ]  | We have established a set of qualifications for members of the energy team  | Click here to enter text. |

Energy Team (Note: for smaller organizations, the energy team can be a single individual)

|  |  |  |
| --- | --- | --- |
| [ ]  | We have completed the Following Energy Team Roster | Click here to enter a date. |

\*Note: Rows may be added or deleted to align with number of team members

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Department** | **Position** | **Team Responsibility/Role** | **Phone** | **Email** |
| 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. | 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. **Document who the energy team leader is**

Energy Team Leader:

|  |  |  |
| --- | --- | --- |
| [ ]  | Energy Team Leader: | Click here to enter text. |
| [ ]  | Appointed by: | Click here to enter text. |
| [ ]  | Date appointed: | Click here to enter a date. |
| [ ]  | Management has approved | Click here to enter text. |
| [ ]  | Roles and responsibilities for energy team leader have been established and communicated to the potential energy team leader | Click here to enter text. |
| [ ]  | Appointment has been documented andcommunicated | Click here to enter text. |

1. **Schedule regular energy management team meetings**

|  |  |  |
| --- | --- | --- |
| [ ]  | We have established when the energy team will meet | Click here to enter a date. |
| [ ]  | We have established where the energy team will meet | Click here to enter text. |
| [ ]  | We have established who should be present | Click here to enter text. |
| [ ]  | We have established team roles and responsibilities | Click here to enter text. |
| [ ]  | We have planned to meet on a regular scheduled basis | Click here to enter text. |

1. **Assign and communicate EnMS responsibilities and authorities within the organization**

|  |  |  |
| --- | --- | --- |
| [ ]  | We have assigned EnMS responsibilities and authorities to appropriate individuals within the organization | Click here to enter text. |
| [ ]  | We have communicated these responsibilities and authorities within the organization | Click here to enter text. |

Energy team leader has committed to:

|  |  |  |
| --- | --- | --- |
| [ ]  | Ensure the EnMS is established implemented, maintained, and continually improved | Click here to enter text. |
| [ ]  | Keep top management informed on EnMS performance | Click here to enter text. |
| [ ]  | Report to top management on energy performance | Click here to enter text. |
| [ ]  | Identify energy team members, with the approval of management | Click here to enter text. |
| [ ]  | Plan and direct energy management activities through the energy team | Click here to enter text. |
| [ ]  | Define and communicate responsibilities and authorities | Click here to enter text. |
| [ ]  | Promote the energy policy and energy objectives across the organization | Click here to enter text. |
| [ ]  | Make sure processes are in place to ensure EnMS effectiveness | Click here to enter text. |

1. **Address and communicate responsibilities for other relevant roles**

|  |  |  |
| --- | --- | --- |
| [ ]  | We have determined other relevant roles for implementing the EnMS | Click here to enter text. |
| [ ]  | We have communicated responsibilities for these roles | Click here to enter text. |

1. **Identify, communicate to top management, and allocate the resources needed for the EnMS**

Resources Allocated

|  |  |  |
| --- | --- | --- |
| [ ]  | Resources are identified for the EnMS | Click here to enter text. |
| [ ]  | Resource needed have been communicated to top management | Click here to enter text. |
| [ ]  | Resources are allocated for the EnMS | 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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