**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 SEEC Navigator Playbook is completed when you have:**

1. **Determined necessary competencies for personnel and evaluated their current competencies.**
2. **Identified any gaps in the competencies of personnel whose work affects energy performance and the EnMS, and training needs to address competency gaps.**
3. **Evaluated the effectiveness of the actions taken.**
4. **Retained records of competence and related actions.**
5. **Determine necessary competencies for personnel and evaluate their current competencies.**

[ ]  We have determined the necessary competencies for personnel and evaluated their current competencies. These are listed in the table below.

|  |  |  |
| --- | --- | --- |
| **Person** | **Needed Competency** | **Evaluation of Current Competency** |
| 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 any gaps in the competencies of personnel whose work affects energy performance and the EnMS and training needs to address competency gaps**

[ ]  Training gaps for our facility’s SEU(s) and other relevant EnMS elements have been identified and specific steps have been taken to ensure that relevant personnel are brought up to the competency level required to perform their specific jobs.

[ ]  We have defined the competencies necessary for work positions related to SEUs and other elements related to the EnMS and have detailed them below:

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

[ ]  We have identified necessary training for filling in identified competency gaps:

Click here to enter text.

1. **Evaluate the effectiveness of the actions taken**
2. **Retain records of competence and related actions**

[ ]  We have evaluated the effectiveness of the actions taken in the table below:

[ ]  We have provided training and other necessary actions for filling competency gaps for personnel, and will maintain records of any training in the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Person** | **How they related to EnMS (SEU)** | **Training Required** | **Training Completed** | **Approving Supervisor** | **Next Training Planned** | **Action Effectiveness** |
| 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. |
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|  |  |  |
| --- | --- | --- |
| [ ]  | Training needs for our facility will be updated at least annually | Click here to enter text. |
| [ ]  | When: | Click here to enter a date. |
| [ ]  | Responsible personnel: | 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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