**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. **Created a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.**
2. **Ensured critical factors affecting energy performance are known, communicated to responsible personnel.**
3. **Ensured that the operational and maintenance control sections of your action plans have been completed and implemented.**
4. **Operated and maintained facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.**
5. **Established processes to control planned changes impacting operational and maintenance criteria or controls.**
6. **Controlled outsourced SEUs or processes related to SEUs.**
7. **Create a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.**

Operational Controls and Maintenance Criteria

|  |  |  |
| --- | --- | --- |
| [ ]  | We have developed and implemented operating and maintenance criteria for our facility, equipment, systems, and processes to ensure SEUs are operated within identified criteria for effective energy performance. | Click here to enter text. |

1. Ensure critical factors affecting energy performance are known, communicated to responsible personnel.

|  |  |  |
| --- | --- | --- |
| [ ]  | Information on the operational controls associated with SEUs have been communicated to the appropriate personnel. | Click here to enter text. |

1. **Ensure that the operational and maintenance control sections of your action plans have been completed and implemented.**

Operational and maintenance controls are implemented

[ ]  Operational and maintenance controls have been determined for each SEU and are detailed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Significant Energy Use | Operating Criteria  | Maintenance Criteria | Controls | Required Maintenance Frequency | Responsible Person(s) |
| 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. |
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| 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. **Operate and maintain facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.**

Meeting operational and maintenance criteria

|  |  |  |
| --- | --- | --- |
| [ ]  | We meet determined criteria for operating and maintaining our facilities, equipment, systems, or processes associated with our SEUs. | Click here to enter text. |

1. **Establish processes to control planned changes impacting operational and maintenance criteria or controls.**

Processes to control planned changes

|  |  |  |
| --- | --- | --- |
| [ ]  | We have established processes to control any planned changes that may impact operational and maintenance criteria or controls. | Click here to enter text. |

1. **Control outsourced SEUs or processes related to SEUs.**

Outsourced SEU control

|  |  |  |
| --- | --- | --- |
| [ ]  | We have determined the existence of any outsourced SEUs or processes related to SEUs and put measures in place to controls these SEUs or processes related to our SEUs. | Click here to enter text. |
| [ ]  | Roles and responsibilities for ensuring SEUs are operated and maintained using the established controls have been detailed and communicated to relevant 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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