**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. **Checked that processes are in place for reviewing and updating specific parts of the EnMS on a regular basis and that the relevant decisions on “how,” “when,” and “who” are made and implemented.**
2. **Confirmed that the needed connections between the processes of the EnMS and how the organization manages change are present.**
3. **Reviewed processes for integrating EnMS requirements into the organization’s business operations and practices.**
4. **Confirmed that top management promotes continual improvement as part of organizational culture and meets and demonstrates its responsibilities.**
5. **Ensured you have processes in place to continually improve the EnMS and energy performance.**
6. **Check that processes are in place for reviewing and updating specific parts of the EnMS on a regular basis and that the relevant decisions on “how,” “when,” and “who” are made and implemented.**

|  |  |  |
| --- | --- | --- |
| [ ]  | As part of the EnMS implementation we have made a series of decisions about processes to ensure the appropriate reviews and updates are happening as planned, as determined and at defined intervals: | Click here to enter text. |
| [ ]  | We have taken appropriate action to implement any reviews and update processes that are not in place. | Click here to enter text. |

*Using the worksheet below, confirm that those specific reviews and processes are in place by identifying the “how”, “who” and “when’ have been established within the EnMS.*

Reviews / Processes Tracking Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Review/Process** | **Impact to EnMS** | **Cause of impact** | **Action taken** | **Effectiveness of action taken** | **Responsible person** | **Date corrected** |
| 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 a date. |
| 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 a date. |
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1. **Confirm that the needed connections between the processes of the EnMS and how the organization manages change are present.**

|  |  |  |
| --- | --- | --- |
| [ ]  | Top management ensures processes are in place to determine and address major changes affecting the EnMS and energy performance.  | Click here to enter text. |
| [ ]  | We have reviewed how changes are addressed in our organization’s EnMS and have confirmed that the processes for managing changes that affect the EnMS are implemented and working properly.  | Click here to enter text. |
| [ ]  | Our organization prioritizes robust and inclusive communication processes that ensures relevant functions and personnel are informed so appropriate action can be taken. | Click here to enter text. |

[ ]  **We ensure that any change affecting the EnMS and energy performance is considered. These changes may include:**

* + - * Organizational Click here to enter text.
			* Technical Click here to enter text.
			* Legal Click here to enter text.
			* Competitive Click here to enter text.
			* Other Click here to enter text.
1. **Review processes for integrating EnMS requirements into the organization’s business operations and practices.**

|  |
| --- |
| **We have reviewed and confirmed that processes for considering and accomplishing integration are established within our EnMS. We have addressed this in the following ways:** |
| [ ]  | During our management review process, decisions related to continual improvement, including opportunities to improve integration with business processes, are among the specified outputs.  | Click here to enter text. |
| [ ]  | Our organization sets plans for how to implement and integrate actions in the EnMS and energy performance processes. We do this by integrating actions into objectives, energy targets, action plans, communication processes, operational controls, design plans, monitoring and measurement activities. | Click here to enter text. |
| [ ]  | We have given consideration to how our actions to achieve objectives and energy targets can be integrated into the organization’s business processes. Examples of this include integrating actions with strategic planning or budgeting processes, competency of training requirements, procurement activities and development of documented information. | Click here to enter text. |

1. **Confirm that top management promotes continual improvement as part of organizational culture and meets and demonstrates its responsibilities.**

|  |  |  |
| --- | --- | --- |
| [ ]  | Top management demonstrates its commitment to continual improvement of energy performance and the effectiveness of the EnMS through the management review process and by meeting all responsibilities identified in the Management Commitment task guidance. | Click here to enter text. |

1. **Ensure you have processes in place to continually improve the EnMS and energy performance.**

|  |  |  |
| --- | --- | --- |
| [ ]   | We continually improve suitability, adequacy and effectiveness of the EnMS by ensuring processes are in place to capture, analyze, and evaluate results.  | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| [ ]  | Top Management representative  | Click here to enter text. |
| [ ]  | Top Management signature  | Click here to enter text. |
| [ ]  | Date of signature  | Click here to enter a date. |

**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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