**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 an energy policy
2. Attained approval of energy policy from top management

Our energy policy commits to the following:

|  |  |  |
| --- | --- | --- |
|  | Stated facility commitment to complying with federal energy-related requirements | Click here to enter a date. |
|  | Achieving continual improvement in energy performance | Click here to enter text. |
|  | Ensuring the information and resources needed to meet energy  objectives and targets | 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. |

Top Management Approval

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

Communicated Across Organization

|  |  |  |
| --- | --- | --- |
|  | Date communicated: | Click here to enter a date. |
|  | How communicated: | Click here to enter text. |

**Hint: the Energy Policy should:**

* **Be established with help from top management**
* **Reflect the full nature and extent of the energy use**
* **Contain a commitment to achieving continual improvement in energy performance**
* **Commit to providing the resources and information needed to achieve improvement through the use of energy objectives and targets**
* **Commit to complying with applicable legal and other requirements related to energy use**
* **Support the purchase of energy efficient products and services**
* **Be documented and communicated to employees and others working on behalf of the facility (e.g. on-site contractors and suppliers)**
* **Be regularly reviewed and updated as needed**

Comments

Click here to enter text.

ACKNOWLEDGEMENT:

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