**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. Established criteria for procurement related to energy
2. Informed suppliers of energy consideration in procurement
3. Defined, documented, and use specifications for energy supply purchases

Procurement Checklist

Use this checklist to review your organization’s current purchasing process for products, equipment and energy services that can significantly impact energy performance. Note any needed modifications to the existing system under Actions Needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Our procure policy: | | | |
| 1. ensures energy performance is considered (especially of SEUs) |  |  |  |
| 1. has criteria for evaluating energy use, consumption and efficiency over the lifetime of products, equipment or services |  |  |  |
| 1. includes evaluation of energy use, energy consumption, and energy efficiency over the planned or expected operating lifetime for purchases that significantly affect energy performance |  |  |  |
| 1. includes evaluation and selection criteria for products, equipment, or services to be purchased (especially for SEUs) |  |  |  |
| 1. includes procurement criteria that ensures energy performance and life cycle assessment/costing are prioritized |  |  |  |

Our procurement policy, as related to energy performance and our EnMS, is:

Click here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| Have the following been communicated to suppliers and/or service providers? | | | |
| 1. Energy performance-related requirements is part of evaluation criteria |  |  |  |
| 1. this evaluation criteria is a necessary factor in procurement |  |  |  |

Have you defined, developed, documented, and implemented specifications for energy supply purchases?

Our energy purchasing specification is:

Click here to enter text.

|  |  |  |
| --- | --- | --- |
|  | Procurement lead name: | Click here to enter text. |

Comments

Click here to enter text.

ACKNOWLEDGEMENT:

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