**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. Developed criteria for significant deviations
2. Developed and implemented the process for corrective and preventive actions
3. Investigated and responded to significant deviations in energy performance

We have established criteria for what shall be considered a significant deviation and have detailed below:

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

We will investigate and provide an appropriate response for all significant deviations of key characteristics identified and record results of the response in the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Identified deviations and non-conformities | Impact | Cause | Response | Effectiveness of action taken | Staff lead to correct | Date corrected |
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We have established processes for identifying and addressing existing and potential problems or nonconformities regarding the 50001 Ready system and have detailed below:

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

Our established process for corrective and preventive action addresses the following:

Correct the immediate situation

Evaluate the magnitude and impact of the nonconformity

Determine the cause of the actual or potential nonconformity

Take action to eliminate the cause

Review the effectiveness of the action taken

Maintain records

We have implemented our process for corrective and preventive action and have ensured that all necessary training for identifying and responding to significant deviations in energy performance is provided

Click here to enter text.

We have communicated roles, responsibilities and expectations for corrective and preventive action system across facility to relevant personnel

Click here to enter text.

Comments

Click here to enter text.

ACKNOWLEDGEMENT:

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