**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. Ensured competency of personnel related to SEUs and the EnMS
2. Identified and addressed EnMS related training needs
3. Ensured critical staff received required training

**Training Gaps**

Training gaps for our facility’s SEU(s) and other relevant EnMS elements have been identified and specific steps have been taken to ensure that relevant personnel are brought up to the competency level required to perform their specific jobs

We have defined the competencies necessary for work positions related to SEUs and other elements related to the EnMS and have detailed them below:

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

We have identified necessary training for filling in identified competency gaps:

Click here to enter text.

**Records**

We have provided training and other necessary actions for filling competency gaps for personnel, and will maintain records of any training in the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Person | How they related to EnMS (SEU) | Training Required | Training Completed | Approving Supervisor | Next Training Planned |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Training needs for our facility will be updated at least annually | Click here to enter text. |
|  | When: | Click here to enter a date. |
|  | Responsible personnel: | Click here to enter text. |

Comments

Click here to enter text.

ACKNOWLEDGEMENT:

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