**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 qualifications for energy team
2. Established and empowered the energy team
3. Obtained energy team authorization from top management
4. Assigned roles and responsibilities of team
5. Scheduled regular meetings

Qualifications:

|  |  |  |
| --- | --- | --- |
|  | We have established a set of qualifications for the energy management representative | Click here to enter text. |
|  | We have established a set of qualifications for members of the energy team | Click here to enter text. |

Energy Management Representative:

|  |  |  |
| --- | --- | --- |
|  | Who: | Click here to enter text. |
|  | Appointed by: | Click here to enter text. |
|  | Date appointed: | Click here to enter a date. |
|  | Management has Approved | Click here to enter a date. |
|  | Roles and responsibilities for  Energy Management Representative  have been established and  communicated to potential Energy Management Representative | Click here to enter text. |
|  | Appointment has been  communicated | Click here to enter text. |

Energy Management Representative has committed to:

|  |  |  |
| --- | --- | --- |
|  | Ensure the EnMS is established implemented, maintained, and continually  improved | Click here to enter text. |
|  | Keep top management informed on EnMS performance | Click here to enter text. |
|  | Report to top management on energy performance | Click here to enter text. |
|  | Identify energy team members, with the approval of management | Click here to enter text. |
|  | Plan and direct energy management activities through the energy team | Click here to enter text. |
|  | Define and communicate responsibilities and authorities | Click here to enter text. |
|  | Promote the energy policy and energy objectives across the organization | Click here to enter text. |
|  | Make sure processes are in place to ensure EnMS effectiveness | Click here to enter text. |

Energy Team (Note: for smaller organizations, the Energy Team can be a single individual)

|  |  |  |
| --- | --- | --- |
|  | We have completed the Following Energy Team Roster | Click here to enter a date. |

\*Note: Additional rows may be added

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Department** | **Position** | **Team Responsibility/Role** | **Phone** | **Email** |
| 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 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 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 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 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. |

Meetings:

|  |  |  |
| --- | --- | --- |
|  | We have established when energy team will meet | Click here to enter a date. |
|  | We have established where energy team will meet | Click here to enter text. |
|  | We have established who should be present | Click here to enter text. |
|  | We have established meeting roles and responsibilities | Click here to enter text. |
|  | We have planned to meet on a regular scheduled basis | Click here to enter text. |

Top Management Approval

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

ACKNOWLEDGEMENT:

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