**Date last modified/updated:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text.

This part of the Navigator Playbook is completed when you have:

1. Appointed an EnMS internal audit program manager
2. Developed a documented procedure for planning and conducting internal audits and reporting results
3. Ensured the internal auditor(s) are competent
4. Conducted internal audits
5. Identified any deviations and took corrective and/or preventive actions
6. Ensured conformance of 50001 Ready
7. Reported internal audit results to top management (Task 25)

We have developed an internal audit process for our facility, with roles and responsibilities assigned to relevant personnel, and have detailed below:

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

|  |  |  |
| --- | --- | --- |
|  | Audit program manager name: | Click here to enter text. |
|  | Roles and responsibilities: | Click here to enter text. |

Complete the Internal Audit by going through each of the Playbook worksheets, indicating the review is completed by inserting the date at the top of the page in the header block.

|  |  |  |
| --- | --- | --- |
|  | Audit results have been documented in the following central location: | Click here to enter text. |
|  | Audit results have been communicated to top management | Click here to enter text. |
|  | Date communicated: | Click here to enter a date. |

Comments

Click here to enter text.

ACKNOWLEDGEMENT:

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