**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 and delivered the initial EnMS communication by top management
2. Ensured awareness of affected personnel through communication
3. Communicated the EnMS internally and externally
4. Created a suggestion system

Management

We have developed content for initial communications with regard to its energy performance and EnMS and have planned a process for delivering this content to appropriate personnel throughout the facility.

Click here to enter text.

We have communicated the importance of energy management, including our developed energy policy, across our facility.

Click here to enter text.

Awareness

We have ensured that communications address awareness of the following:

Conformance with the energy policy

The importance of following EnMS procedures and requirements

Roles, responsibilities, and authorities related to EnMS

Improved energy performance benefits

Impact of activities on energy consumption

Internal

We have established a process that will ensure that internal communications related to energy performance and the EnMS are carried out on a continual basis and have included the following topics:

Energy policy

The importance of energy management

Energy management responsibilities and authorities

Energy objectives

Energy performance of the organization

Other information about the EnMS, as appropriate

|  |  |  |
| --- | --- | --- |
|  | We have created a system for soliciting and recording suggestions from internal parties | Click here to enter text. |
|  | We have assigned responsibility for this to the following: | Click here to enter text. |

External

We have developed an external communication policy and process for our facility and will retain records of all activities pertaining to external communication.

Click here to enter text.

We have made the decision on if and how our facility will engage in external communication regarding the energy policy, energy management system, and energy performance.

Click here to enter text.

|  |  |  |
| --- | --- | --- |
|  | We have created a system for soliciting and recording suggestions from external parties | Click here to enter text. |
|  | We have assigned responsibility for this to the following: | Click here to enter text. |

Hint: Communications

* Communications about the EnMS will be a foundational item for some aspects of the Training (Task 21).

Comments

Click here to enter text.

ACKNOWLEDGEMENT:

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