**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. Listed EnMS documents, assigned document owners and approvers, and defined the controls for distribution and periodic reviews
2. Listed EnMS records, assigned record owners, and defined the storage, retrieval, and retention controls for each type of record

**Documents**

|  |  |  |
| --- | --- | --- |
|  | We have developed responsibilities for document control | Click here to enter text. |
|  | We have assigned the role and responsibilities of document owners to qualified personnel | Click here to enter text. |
|  | Who: | Click here to enter text. |

We have developed control processes for all required documents

Click here to enter text.

We have developed document controls and have entered relevant information in the table below. Documentation should include:

a) Scope and boundaries;

b) Energy policy;

c) Objectives, targets, and action plans;

Note: These are stored in other Playbook Worksheets.

**Records**

|  |  |  |
| --- | --- | --- |
|  | We have developed responsibilities for record control | Click here to enter text. |
|  | We have assigned the role and responsibilities of record owners to qualified personnel | Click here to enter text. |
|  | Who: | Click here to enter text. |

We have developed control processes for all records

We have developed record controls. Records should include:

1. Details on the energy review;
2. Opportunities for improving energy performance;
3. Energy baselines;
4. EnPIs;
5. Training to meet competency requirements;
6. Results of design activity to meet ISO 50001 requirements;
7. Results from monitoring and measurement of the key characteristics;
8. Calibration;
9. Results of the evaluations of compliance with legal requirements;
10. Internal audit results;
11. Corrective actions and preventive actions;
12. Management review.

Note: These are stored in other Playbook Worksheets.

Hint: Documentation and Records

* If your organization has an existing document control system, compare it to this document and customize it as necessary to conform to the ISO 50001 standard.

Comments

Click here to enter text.

ACKNOWLEDGEMENT:

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