**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.

**For Task 1: This part of the Navigator Playbook is completed when you have:**

1. **Identified and recorded the interested parties relevant to your organization’s energy performance and EnMS using the Worksheet or similar document.**
2. **Determined the needs and expectations of these interested parties as they relate to your organization’s EnMS.**
3. **Identified the applicable legal and other requirements related to energy.**
4. **Assigned responsibilities and establish a frequency for reviewing and updating the completed matrix.**
5. **Implemented a process to periodically evaluate compliance with the identified requirements.**
6. Identify interested parties and
7. Determine their needs and expectations

|  |  |  |
| --- | --- | --- |
| **Interested Party** | **How Relevant to EnMS?** | **Needs/**  **expectations** |
| 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. |

1. Identify legal and other requirements

|  |  |  |
| --- | --- | --- |
| Requirement | Issue date | Relation to energy and EnMS |
| 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. |

|  |  |  |
| --- | --- | --- |
|  | We have committed to meeting all of the above requirements | Click here to enter text. |

1. Assign responsibilities and establish frequency for reviewing and updating the interested parties and legal requirements tables

|  |  |  |
| --- | --- | --- |
|  | We have established a process for evaluating and updating requirements | Click here to enter text. |
|  | We have established a schedule and assigned responsibilities | Click here to enter text. |
|  | We have a system to ensure records of results are maintained | Click here to enter text. |
|  | Who is responsible? | Click here to enter text. |

1. Implement a process to evaluate compliance with the identified legal requirements

|  |  |  |
| --- | --- | --- |
|  | We have established process for evaluating compliance | Click here to enter text. |
|  | We have assigned evaluation and compliance roles and responsibilities | Click here to enter text. |
|  | Date legal requirements were last reviewed: | Click here to enter a date. |
|  | Who reviewed: | Click here to enter text. |

Top Management Approval

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

Top Management Approval

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

Comments

Click here to enter text.