**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 the external and internal issues that affect your organization’s ability to improve its energy performance and achieve the intended outcomes of the EnMS.**
2. **Recorded this information.**

***Add this information to the Risks and Opportunities Register (below) by completing columns one through three.***

**For Task 7 outputs: This part of the Navigator Playbook is completed when you have:**

1. **Identified the impacts, likelihood of occurrence, and risk level arising from the issues you already recorded**
2. **For each of the identified risks and opportunities, plan and implement actions to address them using the processes of the EnMS.**

***Add this information to the Risks and Opportunities Register (below) by completing columns four through eight.***

Risks and Opportunity Register

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task 1** | | | **Outputs for Task 7** | | | | |
| **Internal or external (I or E)** | **Risk or opportunity (R or O)** | **Issue** | **Impact on EnMS (1-3)** | **Likelihood (1-3)** | **Risk Level (Low, Medium, High)** | **Action to address** | **Effectiveness Evaluation** |
| E | R | Buy-In from Municipal Level | 2 | 2 | Med | Ensure demonstration of potential benefits to Municipal Leaders | 3 |
| I | O | Management Pushing EnMS | 3 | 3 | - | - | 3 |
| I | R | Changes to Process may Affect Output | 1 | 1 | Low | Ensure that any changes made will not be detrimental to sanitation process | 3 |
| I | R | Facility Modifications must Abide by State Codes | 1 | 2 | Low | Ensure that all modifications to facility are within applicable legal codes | 3 |
| E | O | Plant “Image” as Environmentally Conscious | 2 | 3 | - | - | 2 |
| E | R | Drastic Energy Use Changes may Affect Utility Rate Structure | 1 | 2 | Med | Ensure that utility rep is kept in the loop of any energy-related changes | 3 |
| I | R | Aging Infrastructure | 3 | 2 | Med | Ensure that obsolete and/or malfunctioning equipment unit or parts are replaced. Ensure asset management system is in place | 3 |
| E | R | Infrastructure Issues Leading to (I/I) Issues in Collection and Transmission | 2 | 1 | Low | Ensure that Collection and Transmission System coordinates with sites when significant (I/I) occurs it does not upset processes | 2 |
| I | O | Training to Develop and Retain Competent Personnel | 3 | 2 | - | - | 2 |

This column to be completed in Task 7

Top Management Approval

|  |  |  |
| --- | --- | --- |
|  | Date approved: | John Doe |
|  | Who approved: | 8/1/20 |

Comments

Click here to enter text.