**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. **Identified the risks and opportunities pertaining to the ability of your EnMS to achieve its intended outcomes.**
2. **For each of the identified risks and opportunities, planned and implemented actions to address them using the processes of the EnMS and record this information.**
3. **Planned for how the actions taken will be evaluated for effectiveness. Performed an effectiveness evaluation.**
4. Identify the risks and opportunities pertaining to the ability of your EnMS to achieve its intended outcomes.

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|  | We have decided on a means or method to determine what are and are not strategic business risks and opportunities that need to be addressed. | Utilizing our usual risk assessment methodology for the facility, we identified nine initial risks or opportunities: Buy-In from Municipal Level (Risk), Management Pushing EnMS (Opportunity), Changes to Process may Affect Output (Risk), Facility Modifications must Abide by State Codes (Risk), Plant “Image” as Environmentally Conscious (Opportunity), Drastic Energy Consumption Changes may Affect Utility Rate Structure (Risk), Aging Infrastructure (Risk), Infrastructure Issues at the Collection and Transmission System (Risk), and Training to Develop and Retain Competent Personnel (Opportunity) |
|  | We have identified the risks and opportunities and listed them in the Task 1 Worksheet. | See updated Task 1 Playbook. |
|  | We have reviewed the identified risks and opportunities with top management. | All risks and opportunities were raised and addressed in our initial meeting with management. |

1. For each of the identified risks and opportunities, plan and implement actions to address them using the processes of the EnMS and record this information.

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|  | We have plans to manage the identified risks and opportunities. | All risks are consistently monitored and addressed when appropriate. All opportunities will be pursued to their fullest extent. |
|  | We have implemented the actions needed to address the risks and opportunities listed in the Task 1 Worksheet. | Described in comment section at bottom of document. |

1. Plan for how the actions taken will be evaluated for effectiveness. Perform an effectiveness evaluation.

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|  | We have developed a process to evaluate the effectiveness of the actions taken to manage the risks and opportunities listed in the Task 1 Worksheet. | During our internal audits, we conduct risk/opportunity assessments and compare relative risk and probability of these outcomes. |

Top Management Approval

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|  | Date approved: | 8/15/20 |
|  | Who approved: | John Doe |

Comments

Risks addressed:

* Buy-In from Municipal Level – We contacted the appropriate personnel at the local municipal government and are including them in all discussions and decisions that could potentially have effects outside the scope of the facility.
* Changes to Process may Affect Output – We have key personnel as part of the energy team representing all departments (including process engineers) to ensure that our primary responsibility (delivering clean water to the highest extent of regulatory demands) is always met without fail.
* Facility Modifications must Abide by State Codes – Facility and maintenance managers are included in all discussions and decisions regarding major changes and always have applicable facility codes in mind.
* Drastic Energy Consumption Changes may Affect Utility Rate Structure – We have consistent communication with our utility representatives and invite them to join our Energy Team meetings. We keep them abreast of any energy altering plans and they help us with great energy saving ideas.
* Aging Infrastructure – Ensuring that obsolete and/or malfunctioning equipment unit or parts are replaced and that an asset management system is in place.
* Infrastructure Issues at the Collection and Transmission System – Ensuring constant communication between collection and transmission system personnel and the treatment facility to predict and counteract any (I/I) events that may occur.