



## ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURE: MANAGEMENT REVIEW



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### **ISO 14001 REQUIREMENTS**

ISO 14001, section 4.6, Management Review, requires the following:

The organization's top management shall, at intervals that it determines, review the Environmental Management System (EMS), to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

The Management Review shall address the possible need for changes to policy, objectives and other elements of the Environmental Management System, in the light of Environmental Management System audit results, changing circumstances and the commitment to continual improvement.

### **I. Purpose**

The purpose of this procedure is to document the process and primary agenda of issues to be included in the Management Review Meetings for evaluating the status of the organization's Environmental Management System (EMS).

### **II. Scope**

This Procedure applies to all Management Review Meetings conducted by the organization.

### **III. General**

The Management Review process is intended to provide a forum for discussion and improvement of the EMS and to provide management with a vehicle for making any changes to the EMS necessary to achieve the organization's goals.

#### **IV. Procedure**

- A. The Environmental Management Representative is responsible for scheduling and conducting a minimum of two Management Review Meetings during each 12-month period. The Environmental Management Representative is also responsible for ensuring that the necessary data and other information are collected prior to the meeting.
- B. At a minimum, each Management Review Meeting will consider the following:
- results from audits;
  - the extent to which objectives and targets have been met;
  - the continuing suitability, adequacy and effectiveness of the environmental management system in relation to changing conditions and information;
  - concerns among relevant interested parties;
  - the status of any nonconformances or corrective and preventive actions.
- C. Minutes of the Management Reviews will be documented by the Environmental Management Representative or designee and will include, at a minimum the list of attendees, a summary of key issues discussed and any actions items arising from the meeting.
- D. A copy of the meeting minutes will be distributed to attendees and any individuals assigned action items. A copy of the meeting minutes will be retained on file in the Department of Environmental Protection.

#### **V. Related Documents**

- 1) Internal Audits Reports
- 2) Regulatory Compliance Report
- 3) Quarterly Report to Management
- 4) Interested Party Correspondence