Control of Management Reviews

1   Introduction

1.1   Scope

This procedure sets out <Short Name>'s arrangements for conducting periodic formal management reviews of the environmental management system.

1.2   Revision History

Revision	Date	Record of Changes	Approved By
0.0	[Date of Issue]	Initial Issue	

1.3   Control of hardcopy versions

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1.4   References

Standard	Title	Description
ISO 14001:2015	Environmental Management Systems	Requirements
ISO 19011:2011	Auditing Management Systems	Guidelines for Auditing

1.5   Responsibilities

The <Environmental Manager> is responsible for all aspects of the implementation and management of this procedure, unless noted otherwise.

Managers and supervisors are responsible for the implementation of this procedure within the scope of their responsibilities and that reports are prepared as required by the <Environmental Manager> for circulation in good time before the meeting.

2   Conducting Management Reviews

2.1   Purpose

The <Senior Management Team> formally reviews the suitability, adequacy and effectiveness of our environmental management system through periodic 'Environmental Management Review Meetings'.

2.2   Frequency and attendance

Environmental management review meetings are scheduled, organised and held, as a minimum, every <MRM Months> Months.

Those attending should include:

- <Environmental Manager>
- <HR Manager>
- <Senior Management Team> Representative(s)
- MRM Attendees

List the top management and other attendees

If any of these attendees are unavoidably absent, they should send an alternate if at all possible.

Others attend as required by the <Environmental Manager> for a specific purpose or to meet the requirements of the agenda set out below.

Where an attendee or member of staff wishes to add an item to the agenda they should make that request to the <Environmental Manager> in good time.

2.3   Agenda

The agenda includes the assessment of opportunities for improvement, and the need for changes to, the environmental management system, including the environmental policy and objectives.

The environmental management review meeting, as a minimum, includes the following agenda items:

Actions from the previous meeting	The <Environmental Manager> reports on the status of action items from previous meeting. Items that are not completed are carried forward to the next meeting.
Environmental Context	The <Senior Management Team> / <Environmental Manager> highlights any changes to the external and internal environmental context, including changes to the needs and expectations of interested parties, that are relevant to the environmental management system. The meeting reviews progress / changes to the Environmental Context Log.
Environmental Management System	The <Environmental Manager> reports on system performance data including monitoring, measurement,

performance	nonconformities and supplier performance (where relevant).
Internal and external audits	The <Environmental Manager> reports on the results of internal and external system audits. This includes: summaries of results for the current period and a comparison to the previous period, the frequency of negative findings against particular elements of the environmental system, and discussion of particularly important findings.
Corrective and preventative actions	The <Environmental Manager> reports on any high risk corrective/preventive actions implemented through the period and the status of pending actions.
Identification of environmental aspects and significant impacts	The <Environmental Manager> reports on any changes, or proposed changes, to environmental aspects and significant impacts.
Emergency preparedness and response	The <Environmental Manager> reports on tests and any changes, or proposed changes, to emergency preparedness and response.
Compliance obligations	The <Environmental Manager> presents their Compliance Report and reports on any changes or proposed changes to compliance obligations.
Awareness and Communication	The <Environmental Manager> reports on communication / awareness activities, both internal and external and on any complaints or other correspondence received regarding our environmental matters.
Changes that affect the EMS	The <Environmental Manager> highlights any materials, product, process, capacity, or other operational or organisational changes that affect the environmental management system and proposes any consequential actions to update or modify the system.
Training, development and resources	The <HR Manager> reports on the status of training programs, the effectiveness of training provided, and meeting manpower, skill and other resource issues.
Continual improvement	The <Environmental Manager> presents data demonstrating progress toward achieving continual improvement goals, reviews current and completed improvement projects and proposes new improvement projects.
Risks and opportunities	The <Environmental Manager> ensures that the following environmental related risk and opportunity updates are made and considered:

- all new, amended or proposed regulations

- changing expectations and requirements of relevant interested parties

- new or modified activities, products or services

- advances in technology and science

- changing customer expectations

Corporate policies, objectives, targets and KPI's

The <Environmental Manager> reviews progress on any issues related to corporate environmental policies, targets, metrics and key performance indicators.

Where environmental objectives have not been achieved on time or inadequate progress has been made, the review investigates the causes and consider whether to:

- take additional actions, such as increasing resources or reallocating responsibilities

- drop or reduce the scope of the objective

- extend the due date for achieving the objective

New environmental objectives may be established where it is desired or necessary to improve performance.

The management review also considers, from time to time and as appropriate, such issues as:

- the cost/benefit of environmental performance

- appropriate measures of environmental performance

- integration/overlaps of the environmental management system with other operations and activities

- customer response to the environmental effort

- keeping the Environmental Context Log fresh and up-to-date

2.4   Actions arising

The environmental management review meeting may generate corrective and / or preventive action reports, or agree to take other actions so as to improve the environmental management system, products, services, processes, services or resourcing.

2.5   Minutes

Outputs from the management review are recorded in the form of minutes where actions arising are clearly set out and include the appropriate personal responsibilities, timeframe and resources.

The <Environmental Manager> is responsible for ensuring that the minutes are prepared and issued in good time.

3   Records

Records retained in support of this procedure are listed in the EMS Controlled Records Register and controlled according to the Control of Management System Records Procedure.