

EMS Example

Example Management Review Procedure

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 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 ISO Management Representative is responsible for conducting an annual Management Review meeting. The meeting must coincide with the annual business strategy and financial review meetings. The ISO Management Representative must present a summary of proposed programs for the next year for budget planning purposes based on the results of the EMS implementation findings. The ISO Management Representative is also responsible for ensuring that the necessary information is collected prior to the meeting.
- B. At a minimum, each Management Review meeting will consider the following:
- Suitability, adequacy and effectiveness of the environmental policy;
 - Suitability, adequacy and effectiveness of the environmental objectives;
 - Overall suitability, adequacy and effectiveness of the EMS;
 - Status of objectives, targets, corrective and preventive actions;
 - Results of any EMS audits conducted since the last Management Review meeting;
 - Suitability, adequacy and effectiveness of training efforts; and,
 - Results of any action items from the previous Management Review meeting.
- C. Minutes of the Management Reviews will be documented and include, at a minimum the list of attendees, a summary of key issues 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 also be retained on file.