

[organization name]

## Appendix 2 – Management Review Minutes

[organization name]						
Type of review:			Date and place of meeting:			
Management Review						
Review Item	Input:	Output:	Responsible person:	Review Method:	Review Date:	Status:
OH&S Policy	*	*	CEO			
OH&S Objectives	*		CEO			
Results of internal audits:	*	*	CEO, Management Representative			
Results of external audits:	*	*	CEO, Management Representative			
Customer feedback:	*	*	CEO, Management Representative			

**Commented [45A1]:** If you already implemented ISO 9001 and/or ISO 14001, you do not need to duplicate this record for ISO 45001 - it is enough to add the listed sections to your existing management review record.

**Commented [45A2]:** If you want to find out more about ISO 45001 management review, see:

- How to perform management review in OHSAS 18001 <http://advisera.com/45001academy/blog/2015/09/09/how-to-perform-management-review-in-ohsas-18001/>

- How to perform the initial Management Review in OHSAS 18001 <http://advisera.com/45001academy/blog/2015/07/08/how-to-perform-the-initial-management-review-in-ohsas-18001/>

**Commented [45A3]:** Regular or Additional.

**Commented [45A4]:** Status can be: conducted, underway or planned.

**Commented [45A5]:** For example: OH&S policy is communicated to employees, available to public.

**Commented [45A6]:** For example: Periodic review of its relevance.

**Commented [45A7]:** For example:

**Commented [45A8]:** For example:

**Commented [45A9]:** In case of nonconformities, write the corrective actions.

**Commented [45A10]:** For example: nonconformities.

**Commented [45A11]:** the corrective actions.

**Commented [45A13]:** For example: Speed up the response

**Commented [45A12]:** E.g., All announcements have been

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	*	*	CEO, Management Representative			
	*	*	CEO, Management Representative			
Previous Management Review feedback	*	*	CEO, Management Representative			
	*		CEO, Management Representative			
Training	*	*	CEO			
	*	*	CEO			
Recommendations for improvement of OH&SMS	*					
	[date]		CEO			

**Commented [45A15]:** Periodic effectiveness review should be conducted.

**Commented [45A14]:** For example: [redacted]

**Commented [45A16]:** For example: [redacted] repeating.

**Commented [45A17]:** For example: [redacted] Action.

**Commented [45A18]:** For example: All previous actions are executed with expected results.

**Commented [45A19]:** For example: [redacted] action.

**Commented [45A20]:** For example: Changes in legal, [redacted]

**Commented [45A21]:** Write in the status of planned trainings.

**Commented [45A22]:** For example: [redacted]

**Commented [45A23]:** For example: Provide resources needed for objectives' realization.

**Commented [45A24]:** For example: [redacted]

**Commented [45A25]:** For example: Actions from this [redacted]

[organization name]

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Review:			
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[job title]

[name]

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[signature]