

[Organization logo]

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PROCEDURE FOR MANAGEMENT REVIEW

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [45A2]: If you already implemented ISO 9001 and/or ISO 14001, you do not need to duplicate this procedure for ISO 45001 - it is enough to add the marked sections to your existing management review procedure - please see the comments below.

Commented [45A3]: 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 [45A4]: Adapt to the existing practice in organization.

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Change history

Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this procedure is to ensure the systematic and periodic review of the Occupational Health & Safety Management System (OH&SMS) by [Top Management] in order to evaluate possibilities for improvement and needs for changes, including OH&S Policy and OH&S Objectives.

This procedure is applied to all processes within the OH&SMS.

Users of this document are [members of top and mid-level management] of [organization name].

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2. Reference documents

- ISO 45001:2018, clause 9.3
- OH&S Manual
- Scope of the OH&S Management System

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3. Conducting management review

The CEO, together with mid-level management and [management representative], conducts the management review.

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3.1. Management review methods

The management review can be conducted in the following ways:

- considering elements that provide a global view of the system, instead of considering minor and irrelevant problems

3.2. Periodic management review

The objective of the review will be to ensure continued OH&SMS:

1. Safety Management System should be capable of satisfying applicable requirements,

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including those specified by the organization, the customer, and any applicable standards

3. [Redacted] ensure it is reviewed regularly, including the need to update it to meet its own needs, those of the customer, and those of other interested parties.

3.2.1. Review Input

At a minimum, the following information and data are presented during the management review:

- [Redacted] The [Redacted] reviews the results of internal audits and [Redacted] for the cycle, frequencies of audit findings against particular elements of the OH&SMS, and discussion of particularly important findings.
- [Redacted] of OH&SMS and reorganization, new processes, procedures or work patterns, etc. For consultation with external parties, the organization should give consideration to factors such as:
 - [Redacted]
 - [Redacted]
 - [Redacted]
- *Communication(s) from external interested parties, including:*
 - [Redacted]
 - [Redacted]
- *The OH&S performance of the organization*
The [Redacted] reviews the results of internal audits and [Redacted]
- [Redacted] The [Redacted] reviews the results of internal audits and [Redacted]
- *Follow-up actions from previous management reviews*

Commented [45A15]: The following inputs for management [Redacted]

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Commented [45A17]: This can also be OH&S manager, etc.

Commented [45A18]: This can also be OH&S manager, etc.

Commented [45A19]: This can also be OH&S manager, etc.

The Management Representative reports on the status of action items from previous

meetings. These items are not completed or cannot be completed because of the

availability of resources in the workplace.

- Strategic considerations including developments in legal and other requirements, industry changes

The Management Representative highlights any service delivery, process, capacity, or other operational or organizational changes that affect the OH&SMS and proposes specific actions

to address or modify the system in response to these changing circumstances. The report also

includes information on changes such as a new legal requirement coming into effect.

- Recommendations for improvement

The Management Representative presents data demonstrating progress toward achieving

continual improvement goals, and reviews current and completed improvement projects.

- *OH&S Policy & OH&S objectives*

OH&S objectives established through the review period are automatically considered

obsolete.

- Objectives that have been achieved may either be upgraded to a higher

performance level or be added to the list of objectives for implementation in another

area.

- New objectives are established to take the most advantages and

opportunities available by adding to address the objectives.

- Reporting on the status of the objectives and ways to follow to address it.

Senior Management may decide to drop the objective, reduce its scope or level, reassign responsibilities and/or allocate additional resources, or extend the due

date for achieving the objective.

- The decisions regarding OH&S objectives are recorded in the minutes of the

review.

- New objectives are established when it is necessary to improve performance or

ways to add the OH&S policy or other requirements such as legislation.

- New objectives are documented in the minutes of the review.

[Job title] reviews the OH&S policy to ensure its continuing relevance. The OH&S policy is

updated when the OH&S policy is obsolete or when changes in laws or regulations require

it to include the requirements under the policy to maintain it up-to-date.

Commented [45A20]: E.g., CEO

3.2.2. Additional management review

[Job title] conducts an additional management review in the following situations:

- [Redacted]
- [Redacted]
- [Redacted]

[organization name]

- significant complaints from third parties

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3.3. Review Output

Output from the management review process includes decisions and actions related to:

Commented [45A22]: If you already have ISO 9001, just insert this part into existing procedure for management review.

- the OH&S Objectives

[Job title] documents the following in the Management Review Minutes:

-
-
-

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Upon complete review of all inputs and generation of the outputs, management will determine the

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Matrix of OH&S Performance	PR.15.1	2 years	[office of [job title]]	[job title]
Management Review Minutes	PR.15.2	2 years	[office of [job title]]	[job title]

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Commented [45A25]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

5. Appendices

- Appendix 1 – Matrix of OH&S Performance
- Appendix 2 – Management Review Minutes