

[organization name]

Appendix 1 – Management Review Minutes

Attendants:						
Type of review:		[]				
[]						
[]						
Management Review						
Review item:	Input:	Output:	Responsible person:	Execution deadline:	Review date:	Status:
[]	*	*	CEO			
OH&S objectives	*		CEO			
[]	*	*	CEO, Management Representative			
[]	*	*	[] Management Representative			
[]	*	*	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: []

Commented [45A6]: For example: [] relevance.

Commented [45A7]: For example: []

Deleted: and programs

Deleted: and Programs

Commented [45A8]: For example: []

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

Commented [45A10]: For example: External audit found minor nonconformities.

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

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

Commented [45A12]: E.g., All announcements have been responded to; e.g., Complaints have been resolved, announcement []

[organization name]

	*	*	CEO, Management Representative			
	*	*	CEO, Management Representative			
Previous Management Review feedback	*	*	CEO, Management Representative			
	*		CEO, Management Representative			
Training	*	*	CEO			
	*	*	CEO			
Recommendations for improvement of OH&S <u>management system</u>	*					

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

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

Commented [45A16]: For example: [redacted]

Commented [45A17]: For example: Initiate new Corrective Action.

Deleted: and preventive

Commented [45A18]: For example: [redacted] executed with expected results.

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

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

Deleted: M5

Commented [45A21]: [redacted]

Commented [45A22]: For example: [redacted] training effectiveness review.

Commented [45A23]: For example: [redacted] for objectives' realization.

Commented [45A24]: For example: The OH&S objectives for 2018 are established.

Deleted: M5

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

[organization name]

[date]	[date]	CEO	
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[job title]

[name]

[signature]