

[organization name]

### Appendix 3 – Management Review Minutes

Type of review:	
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**Commented [14A1]:** If you already implemented ISO 9001, you do not need to duplicate this record for ISO 14001: 2015 - it is enough to add the listed sections to your existing QMS management review record.

**Commented [14A2]:** Regular or Additional

Management Review						
Review item	Input	Output	Responsible person:	Review date:	Review interval:	Status:
Environmental objectives and targets			CEO		Defined in	
Results of external audits:			CEO, [job title]			
			CEO, [job title]			
			CEO, [job title]			

**Commented [14A3]:** Status can be: conducted, underway or planned.

**Commented [14A4]:** For example:

**Commented [14A5]:** For example: Periodic review of its relevance.

**Commented [14A6]:** For example:

**Commented [14A7]:** For example:

**Commented [14A8]:** In case of non-conformities write here the corrective actions.

**Commented [14A9]:** For example:

**Commented [14A10]:** In case of non-conformities write here the corrective actions.

**Commented [14A11]:**

**Commented [14A12]:** For example: speed up the response time on external parties complaints.

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Complaints from external interested parties			CEO, [job title]			
			CEO, [job title]			
Status of nonconformities and corrective actions			CEO, [job title]			
			CEO, [job title]			
Changes that can affect EMS			CEO, [job title]			
Compliance obligations			CEO, [job title]			
			CEO, [job title]			
			CEO			
Environmental objectives proposition for next year			CEO			

**Commented [14A14]:** Periodic effectiveness review should be conducted.

**Commented [14A13]:**

**Commented [14A15]:** For example: One non-conformity is repeating.

**Commented [14A16]:** For example: Initiate new Corrective Action.

**Commented [14A17]:**

**Commented [14A18]:** For example: Initiate new corrective action.

**Commented [14A19]:** For example changes in legal, regulatory

**Commented [14A20]:**

**Commented [14A21]:**

**Commented [14A22]:** For example: Provide resources needed for objectives realization.

**Commented [14A23]:** For example: The EMS objectives for 2015 are established.

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Adequacy of resources			CEO			
	[ ]					
Date of next Management Review:	[date]		CEO			

Commented [14A24]:

[job title]

[name]

[signature]