

[Organization logo]

[Organization name]

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PROCEDURE FOR MANAGEMENT REVIEW

Commented [14A2]: If you already implemented ISO 9001, you do not need to duplicate this procedure for ISO 14001 - it is enough to add the marked sections to your existing QMS procedure - please see the comments below.

Commented [14A3]: If you want to find out more about management review, see: The importance of management review in the ISO 14001:2015 process
<http://advisera.com/14001academy/blog/2015/06/01/the-importance-of-management-review-in-the-iso-140012015-process/>

Commented [14A4]: Adapt to the existing practice in organization.

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1. Purpose, scope and users

The purpose of this procedure is to ensure systematic and periodic review of the Environmental Management System by [Top Management] in order to evaluate possibilities for improvement and needs for changes, including Environmental Policy and Environmental Objectives and Plans for Achieving Them.

This procedure is applied to all processes within the EMS.

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

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2. Reference documents

- ISO 14001:2015 standard, clause 9.3
- Environmental Manual
- Scope of Environmental Management System

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3. Conducting management review

The CEO, together with mid-level management, conducts the management review.

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3.1. Management review methods

The management review can be conducted in the following ways:

- Meetings with previously defined agenda, proceedings, and formally determined actions
- Phone or internet conference
- Partial reviews of different levels in the organization, with reporting to top management, who conducts the final review according to gathered data
- [Redacted]

3.2. Periodic management review

[Job title] organizes the meeting with mid-level management once a year. Other members of staff will be invited to participate in this review as appropriate.

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The objective of the review will be to ensure continued EMS:

Commented [14A15]: [Redacted]

1. Suitability – *The quality of having properties that are right for the specific purpose.* An Environmental Management System should be able to sustain the current performance levels of the organization, utilizing an acceptable amount of organizational resources.

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those specified by the organization, the customer, and any applicable standards and/or regulations.

3. Effectiveness – *Adequate to accomplish a purpose; producing the intended or expected result.*
An Environmental Management System should enable the organization to meet its own needs, those of the customer, and those of other interested parties.

3.2.1. Management Review Input

- *Internal and external environmental audits and compliance obligations*

The [job title] presents the results of internal and/or external Environmental Management System audits. This includes summaries of results for the cycle, frequencies of audit findings against particular elements of the EMS, and discussion of particularly important findings.

- [Redacted]

- *The environmental performance of the organization*

[job title] presents environmental performance data, entered and monitored into the Matrix of Environmental Performance.

- [Redacted]

- *Follow-up actions from previous management reviews*

[job title] reports on the status of action items from previous meetings. Items that are not completed are carried on as continuing actions and are recorded as such in the minutes.

- [Redacted]

[Redacted]

- *Recommendations for improvement*

[job title] presents data demonstrating progress toward achieving continual improvement goals, and reviews current and completed improvement projects.

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- **Environmental Policy & Environmental objectives**

Environmental objectives established through the review period are systematically evaluated to assess progress:

- [Redacted]
- When objectives are not achieved on time, the review investigates and determines causes for failing to achieve the objectives.
- Depending on the nature of the objective and causes for failure to achieve 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.
- [Redacted]
- [Redacted]
- New objectives are documented in the minutes of the review.

[Job title] reviews the Environmental policy to ensure its continuing relevance. The Environmental policy is changed when the goals expressed in the policy have been achieved, or when changes within or outside the organization render the policy inadequate or inappropriate.

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- [Redacted]

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- **Adequacy of resources**

The top management must review the resources assigned for functioning the EMS and ensure that adequate resources are available.

3.2.2. Additional management review

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

- Major non-conformities in operating and maintaining the EMS
- Changes in legal and regulatory requirements
- [Redacted]
- [Redacted]

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3.3. Review Output

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

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- Continuing suitability, adequacy, and effectiveness of the EMS
- Improvement of the effectiveness of the Environmental Management System and its processes
- [redacted]
- Needs for changes to the EMS
- [redacted]
- The Environmental Objectives and Plans for Achieving Them
- [redacted]
- [redacted]
- Any implications for the strategic direction of the organization

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

- Action items are highlighted to ensure that they are easily identifiable
- [redacted]
- [redacted]

Upon complete review of all inputs and generation of the outputs, management will determine the continued suitability, adequacy, and effectiveness of the Environmental Management System.

Commented [14A22]: This is a recommendation; adapt to organization's practice.

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Matrix of Environmental Performance	PR.12.1	2 years	[office of [job title]]	[job title]
Data Analysis Report	PR.12.2	2 years	[office of [job title]]	[job title]
Management Review Minutes	PR.12.3	2 years	[office of [job title]]	[job title]

Commented [14A23]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

5. Appendices

- Appendix 1 – Matrix of Environmental Performance
- Appendix 2 – Data Analysis Report
- Appendix 3 – Management Review Minutes