

Management Review

ISO 14001:2015

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1.2 Application & Scope

The scope of this procedure details the method of reviewing the environmental management system and describing how deficiencies are documented to ensure it is up to date, controlled, and effective.

The review ensures the systems' continuing suitability and effectiveness in satisfying the requirements of ISO 14001, and [your organization's](#) environmental policies and objectives. The management review is carried out once a year as a minimum.

1.3 Roles, Responsibilities & Authorities

Regardless of the scope, roles, and responsibilities are agreed by [Top management](#) and incorporated into existing job descriptions and included in yearly objectives. All roles and designated person(s), team(s), or group(s) are clearly communicated across [your organization](#) in order to encourage or improve collaboration and cooperation for cross-functional process activities.

1.3.1 Roles & Responsibilities

The roles and responsibilities associated with the management review process are defined in the context of the management function and are not intended to correspond with organizational job titles. A role refers to a set of connected behaviors or actions that are performed by a person, team, or group in a specific context.

1.3.1.1 Top Management

[Top management](#) are accountable for the effectiveness of the environmental management system, for participating in management review meetings, and leading the discussion on strategic direction, business planning, and strategic objectives, and for:

1. Reviewing the environmental management system at planned intervals;
2. Setting the review frequency;
3. Ensuring the continuing suitability (fit for purpose);
4. Ensuring the continuing adequacy (meets the needs of the organization);
5. Ensuring the continuing effectiveness (achieves intended results);
6. Ensuring that management reviews are conducted at planned intervals;
7. Determining requirements for resources and training needs;
8. Making judgments about the adequacy of EMS performance;
9. Attending management review meetings as required.

1.3.1.2 EMS Manager

The [EMS Manager](#) ensures the provision of environmental processes (internal and external); additionally, the structure allows for independence and authority of the environmental management functions:

1. Implementing and coordinating the *Management Review Programme*;
2. Preparing and distributing the *Management Review Agenda*;
3. Determining the review schedule and dates in coordination with participating attendees;
4. Preparing summaries of internal and external audits results;
5. Acting as liaison with customers, regulatory authorities, and registrars regarding EMS issues;
6. Preparing summaries of nonconformities and corrective action reports;
7. Assessing changes in legislation/statutory requirements and legal compliance;
8. Summarizing stakeholder feedback;
9. Determining requirements for resources and training needs;

Agenda Item (9.3.2)	Impact on Customer or Business	Frequency	Type of Meeting
Environmental aspects	High	Monthly	Functional review
Compliance obligations	Low	Six-monthly	EMS review
EMS objectives	Medium	Quarterly	Planning review
NCR/CAR/Incident root-causes	Medium	Quarterly	Planning review
Monitoring and measurement results	Very High	Weekly/Daily	Quality review
Internal audit results	Low	Six-monthly	EMS review
External providers	Medium	Quarterly	Planning review
Resources required	Medium	Quarterly	Planning review
Actions to address risk	Low	Six-monthly	EMS review
Improvement actions	High	Monthly	Functional review

Top management will determine the actual date for the review, coordinating with participating Line Managers and Department Managers.

1.4.3 Programme

The management review programme is prepared and distributed by the EMS Manager in order to coordinate the management review activities. As per Section 1.4.2, critical agenda items, such as; process performance, product conformity, and monitoring and measuring results, are reviewed monthly, while less critical agenda items, such as reviewing the EMS objectives is undertaken quarterly.

Agenda Item (9.3.2)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Previous actions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Changes to the EMS	✓						✓					
EMS performance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Environmental aspects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Compliance obligations		✓			✓			✓			✓	
EMS objectives		✓			✓			✓			✓	
NCR/CAR/Incidents		✓			✓			✓			✓	
Monitoring results	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Internal audit results						✓						✓
External providers	✓			✓			✓			✓		
Resources required			✓			✓			✓			✓
Actions to address risk					✓						✓	
Improvement actions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

1.4.4 Agenda

The inputs required for the management review process will be clearly defined in the form of an agenda for each meeting. The EMS Manager will distribute the meeting notice by e-mail to the required attendees. Based on the frequency and topics to be addressed, the agenda will cover the selected management review input items listed in Section 1.5 of this procedure.

EMS Manager prepares the agenda for management review meetings. Top management then reviews and approves it and distributes it to the participating managers at least one week before the review meeting.

1.4.5 Attendance

Minimum representation at the management review will include a member of Top management acting as the Chairperson. It will be attended by the department heads, line management, process owners, process champions, lead process users, and action owners appropriate to the meeting agenda.

1.8 Process Map

Using a top-down approach, the management review process map describes how the process is structured into a hierarchy of activities that show the sequence of steps, as well as the responsibilities for each step or task:

