

# Management Review

ISO 9001:2015 & ISO 14001:2015

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## Contents

<b>1</b>	<b>Management Review Procedure</b>	<b>3</b>
<b>1.1</b>	<b>Introduction &amp; Purpose</b>	<b>3</b>
1.1.1	Process Overview	3
1.1.2	References	3
1.1.3	Terms & Definitions	3
<b>1.2</b>	<b>Application &amp; Scope</b>	<b>4</b>
<b>1.3</b>	<b>Roles, Responsibilities &amp; Authorities</b>	<b>4</b>
1.3.1	Roles & Responsibilities	4
1.3.1.1	Top Management	4
1.3.1.2	EQMS Manager	4
1.3.1.3	Line Managers and Department Managers	5
<b>1.4</b>	<b>Management Review Process</b>	<b>5</b>
1.4.1	General	5
1.4.2	Frequency	5
1.4.3	Programme	6
1.4.4	Agenda	6
1.4.5	Attendance	7
1.4.6	Management Review Meeting	7
<b>1.5</b>	<b>Management Review Inputs</b>	<b>7</b>
<b>1.6</b>	<b>Management Review Outputs</b>	<b>8</b>
1.6.1	Outcomes & Actions	8
1.6.2	Action Log	9
1.6.3	Action Tracker	9
1.6.4	Meeting Minutes	9
<b>1.7</b>	<b>Documentation</b>	<b>10</b>
<b>1.8</b>	<b>Management Review Process Map</b>	<b>11</b>

10. Making judgments about the adequacy of EQMS performance;
11. Attending management review meetings as required.

### 1.3.1.3 Line Managers and Department Managers

Line Managers and Department Managers are responsible for:

1. Tracking, monitoring, and reporting on their individual objectives;
2. Preparing reports, circulated before the meeting, which summarises performance;
3. Making judgments about the adequacy of EQMS performance;
4. Reporting the status of objectives;
5. Determining requirements for resources and training needs;
6. Attending management review meetings as required

## 1.4 Management Review Process

### 1.4.1 General

In order to leverage management meetings that already take place, management review meetings are undertaken as standalone review meetings or combined with other business reviews, such as strategic planning, business planning, operations meetings, process reviews, and functional reviews as appropriate.

The management review meeting will include representation from Top management, functional managers, line managers, process owners, process users, and action owners. Top management's arrangements for reviewing the EQMS at planned intervals are as per ISO 9001:2015 & ISO 14001:2015 - Clause 9.3.1 to ensure it remains:

1. Suitable (fit for purpose);
2. Adequate (meets the needs of the organization);
3. Effective (achieves intended results).

Records of these management review meetings are maintained in the form of minutes, and where actions are identified, these are assigned to named personnel with timescales for their completion. The management review will also decide if any corrective action is required.

### 1.4.2 Frequency

Management reviews are conducted regularly using the data collected from the monitoring and measurement process to identify areas for further improvement.

The process is driven by continuously assessing the risks related to internal and external changes and performance-related issues. Your organization monitors various performance metrics with varying frequencies, some hourly, some daily, some weekly, and some monthly or six-monthly.

Each management review meeting may require multiple subjects and departmental input, relying upon multiple metrics and data analysis. When more frequent meetings are conducted, the meeting agenda is reduced to focus on operational or customer-critical issues, with the entire review cycle of the EQMS occurring annually.

In response to changing or special conditions and events, the frequency of management review activities will increase, and the EQMS Manager or the Managing Director will call for an unscheduled extraordinary review.

Agenda Item (9.3.2)	Impact on Customer or Business	Frequency	Type of Meeting
Previous actions	High	Monthly	Functional review
Changes to the EQMS	Low	Six-monthly	EQMS review
Environmental Aspects	High	Monthly	Functional review

Insert your company's name or logo.

## 1.8 Management Review 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:

