

Environmental Management System Management Review

1.0 Purpose/Scope

This procedure defines the process for the periodic review and evaluation of the *Facility/Plant Name* environmental management system by the Facility/Plant Management Team, to ensure its continuing suitability, adequacy and effectiveness.

2.0 Activities Affected

All areas and departments

3.0 Forms Used

Attendee Sheet

4.0 References

- 4.1 EP-002 Environmental Aspects, Objectives and Targets, and Management Programs
- 4.2 EP-003 Environmental Management System and Regulatory Compliance Audits
- 4.3 EP-004 Nonconformance and Corrective and Preventive Action
- 4.4 EP-007 Environmental Regulations and Other Requirements
- 4.3 EP-015 Monitoring and Measurement
- 4.5 ISO 14001:1996, Element 4.6

5.0 Definitions

None

6.0 Exclusions

None

7.0 Procedure

- 7.1 The Facility/Plant Manager and Facility/Plant Management Team shall conduct a review of the environmental management system at least once each year.
- 7.2 Management review meetings shall be scheduled in advance by the Environmental Management Representative and an agenda issued to ensure appropriate preparation and attendance.
- 7.3 The meeting shall review all applicable components of the *Facility/Plant Name* environmental management system. The Environmental Management Representative shall present information for review and concurrence, which may include but not be limited to:
 - a) Environmental Policy
 - b) Environmental Aspects
 - c) Objectives & Targets and Programs
 - d) Legal and Other Requirements
 - e) Training, Awareness and Competence

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- f) Operational Control
- g) Emergency Preparedness and Response
- h) Monitoring and Measurement
- i) Nonconformance and Corrective and Preventative Action
- j) Environmental System and Regulatory Compliance Audits

7.4 The Facility/Plant Manager and Facility/Plant Management Team shall review and confirm their approval and the continual suitability, adequacy and effectiveness of the environmental policy, environmental objectives and targets, environmental management programs and other elements of the system as well as regulatory compliance requirements are met..

7.5 The Environmental Management Representative or designee will publish and maintain meeting minutes identifying issues discussed and corrective and preventive actions to be taken. Required actions will be assigned to the responsibility of process, area and functional management.

7.6 Timely decisions will be made.

8.0 General Rules

None

9.0 Records

Records shall be retained consistent with EP-013.

Record of Revisions

Revision Date	Description	Sections Affected