


INDUSTRIAL EXTENSION SERVICE  EP-14	EMS Management Review	
	Last Rev. Date: 10-08-2007	Rev. No. #2
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1.0 Purpose

This procedure defines the process for the periodic review and evaluation of the <COMPANY NAME> environmental management system by Management to ensure its continuing suitability, adequacy and effectiveness.

2.0 Scope

This procedure applies to operations of < COMPANY NAME> that have related environmental aspects

3.0 Responsibilities

Environmental Management Representative (EMR) summarizes organizes management review meetings.

Top Management will attend Management Review meetings.

4.0 Forms Used

EF-14A Management Review

5.0 Procedure


5.1 The Facility/Plant Manager, EMR and Facility/Plant Management Team shall conduct a review of the environmental management system at least one each year.

5.2 Management review meetings shall be scheduled in advance by the EMR and an agenda issued to ensure appropriate preparation and attendance.

5.3 The meeting shall review all applicable components of the <COMPANY NAME> EMS, which may include but not be limited to

:

- Audit results
- Compliance Evaluations
- External Communications
- Environmental Performance (especially Key Characteristics)
- Objectives and Targets Status
- CARs and PARs Status
- Followup Actions from Previous MRs
- Changing Circumstances (especially Legal Requirements)
- Recommendations for Improvements

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5.4 The Top Management shall review and assess the continual suitability, adequacy and effectiveness of the EMS by examining the “Key Characteristics” of the EMS.

5.5 The EMR or designee will record meeting minutes identifying issues discussed and corrective and preventive actions to be taken. Form EF-014A maybe used.

6.0 Reference

ISO 14001-2004; 4.6

7.0 Related Procedures

8.0 Records

ER-14A Management Review

9.0 Revision History

Revision No.	Description of Change	Page #	Date
1	Title Changes	1	1/10/2005
2	Minor Changes	All	10/8/2007