





MANAGEMENT REVIEW

Rev	Date	Improvement's description

INDEX

1	PURPOSE	2
2	SCOPE	2
3	DEFINITIONS	2
4	RESPONSIBILITY & AUTHORITY	3
5	REQUIREMENT	4

<u>ELABORATED:</u> Date:	<u>REVISED:</u> Date:	<u>APPROVED:</u> Date:
-------------------------------------	----------------------------------	-----------------------------------

 	 		DOCUMENT 4	
		MANAGEMENT REVIEW		Review
				Page 2 of 6

1 PURPOSE

The purpose of this document is to define the minimum requirements for conducting Management Review of the WWTP EMS, and to provide a format for EMS and Safety Management System. Therefore, it is to manage the WWTP with a goal of Continuous Improvement.

2 SCOPE

The International Standard ISO 14001, section 4.6, requires executive management to review the performance of the EMS and address the possible need for changes to the Environmental Policy, Objectives and other elements of the EMS, based upon audit results, changing circumstances and the commitment to Continuous Improvement.





This requirement addresses Management Review of the EMS. Management reviews will consist of comprehensive annual evaluations to determine the adequacy of the:

- WWTP Environmental Policies and procedures.
- Environmental Objectives & Targets.
- Overall effectiveness of the EMS in facilitating achievement of Environmental Objectives.

3 DEFINITIONS

3.1 EMS.

A system for identifying environmental and organizational issues and implementing improvements based on Deming's Plan-Do-Check-Act model. The EMS has 17 elements that help organizations achieve Environmental Policy commitments and environmental performance improvements.

 	 		DOCUMENT 4
			Review
		MANAGEMENT REVIEW	Page 3 of 6

3.2 Environmental Objective.

An overall Environmental Goal based on an established Environmental Policy that an organization sets itself to achieve. Wherever possible, Environmental Objectives should be quantified, in order to facilitate the evaluation of environmental performance and the measurement of progress towards specific Environmental Targets.

3.3 Environmental Target.

A detailed performance requirement, quantified where practicable, that arises from the Environmental Objectives and that needs to be set and met in order for the objective to be achieved.

4 RESPONSIBILITY & AUTHORITY

4.1 EMS Coordinator





- The EMS Coordinator shall ensure the review is carried out and the EMS process is effective.
- The EMS Coordinator shall verify corrective actions, determined by the review, are carried out and validate for effectiveness.

4.2 EMS Team

The EMS Team shall attend Management Review meeting and carry out any corrective actions assigned during the review within the scheduled time period.

4.3 WWTP staff

All other WWTP staff will cooperate in the corrective action initiatives when asked.

 	 		DOCUMENT 4
			Review
		MANAGEMENT REVIEW	Page 4 of 6

5 REQUIREMENT

The Management Review process is described in this procedure:

5.1 Management Review

The Management Review shall be conducted at least once a year, however, may be more frequent depending on internal or external audit activities.

5.2 The Management Review Team





The Management Review Team shall consist of the following members:

- WWTP Director (or designee).
- EMS Coordinator.
- EMS Team members i.e. Section Managers and designees.

5.3 The EMS Coordinator

Besides the responsibilities describes previously (RESPONSIBILITY & AUTHORITY), the EMS Coordinator is responsible for:

- Calling Management Review meetings for the relevant departments to evaluate the working of the EMS.
- Setting up Management Review meetings.
- Assigning responsibility for taking the meeting minutes to one of the meeting attendees.
- Publishing the meeting minutes.
- Ensuring the meeting minutes and attendee list are retained according to record retention procedural requirements.

 	 		DOCUMENT 4
			Review
		MANAGEMENT REVIEW	Page 5 of 6

5.4 The EMS Coordinator prepares and issues the meeting agenda in advance that may include some or all of the topics.

- The EMS Team will review the aspects and impacts for any necessary revisions annually.
- The EMS Team will review the EMS manual annually. Any required revisions will be reported to the WWTP Director for approval and the EMS Coordinator will make the appropriate changes.





5.5 The EMS Team shall discuss the agenda items and assess the effectiveness, suitability and adequacy of the Environmental Management System.

The agenda as a minimum will include:

- Review of department established Objectives & Targets.
- Review of Corrective and Preventive Actions Resulting (CPAR) Tracking Log.
- Review of status of CPAR from past reviews.
- Review of audit findings, Non-conformance/Observation Reports with corrective actions and follow up activities.
- Review of reports of customer complaints.
- Review of relevant Interested Party issues or request.
- Audit reports of EMS process conformance.
- Reports of regulatory compliance.
- Evaluate the suitability and effectiveness of the EMS, identifying changes needed in the EMS, in light of EMS audit results.

5.6 Assessment results, decisions, and action items from the meeting are recorded in the Management Review Meeting Record.

The EMS Coordinator will maintain records of the Management Review.

 	 	MANAGEMENT REVIEW		DOCUMENT 4
				Review
				Page 6 of 6

5.7 The EMS Coordinator or his/her designee shall monitor progress to ensure that action items raised during the management review are promptly addressed.

Areas needing improvement shall be planned into the next internal audit.

MANAGEMENT REVIEW MEETING MINUTES SUMMARY FORM (EXAMPLE)

Item	EMS Topic Discussed	Suitable	Adequate	Effective	Policy	Objective(s)	Other Elements	Action Item (s) Notes	Target Date
		(Y/N)			Change Necessary? (Y/N)				