

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Management Review				
Document No: EMSP-MR	Issue Date: 11/17/04	Revision No: 5	Revision Date: 04-26-11	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

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1.0 PURPOSE

To document the process and primary agenda of issues to be included in the Management Review meetings for evaluating the status of the organization's Environmental Management System (EMS).

2.0 SCOPE

This procedure applies to all Management Review meetings conducted by the organization.

3.0 DEFINITIONS

- 3.1 **Management Review.** The process of conducting an evaluation of the EMS, and develop any necessary changes to the EMS to continuously improve its effectiveness.
- 3.2 **Top Management.** Top management refers to the Executive Director and the Metro Waste Authority Board of Directors.

4.0 RESPONSIBILITIES

- 4.1 The Environmental Management Representative (EMR) and/or designee is responsible for scheduling and conducting a minimum of one Management Review meeting during each 12-month period. The EMR is also responsible for ensuring that the necessary data and other information are collected prior to the meeting.

5.0 PROCEDURES

5.1 General.

- 5.1.1 The Management Review process is intended to provide a forum for discussion and improvement of the EMS and to provide management with a vehicle for making any changes to the EMS necessary to achieve the organization's goals.

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5.1.2 At a minimum, each Management Review meeting will consider the following:

- Review Environmental Policy for Adequacy.
- Discuss the Ten Iowa EMS Elements;
 1. Significant aspect and impacts, changing circumstances, including developments in legal and other requirements related to its environmental aspects;
 2. The extent to which objectives and targets have been met and advance the six focus areas of the Iowa EMS; status of EMP's;
 3. Monitoring and Measuring – metrics data;
 4. Key Resources – any additional needs;
 5. Communication(s) techniques and responses, including complaints from external interested parties/training;
 6. Results from EMS and compliance audits/action items;
 7. Status of corrective and preventative actions;
 8. Positive/Negative - EMS results/recommendations for improvement;
 9. Follow-up action items from previous EMS Management Reviews;
 10. EMS goals for next year.

5.1.3 Minutes of the Management Review meetings will be documented by the EMR and/or designee and will include, at a minimum, the list of attendees, a summary of key issues discussed, decisions made, and any action items and recommendations arising from the meeting.

5.1.4 A copy of the meeting minutes will be distributed to attendees and any individuals assigned action items. A copy of the meeting minutes will be retained on file.

5.1.5 The EMR, and/or designee, coordinates with affected departments to address decisions, action items, and recommendations resulting from the EMS Management Review process.

6.0 REVIEW

6.1 This procedure will be reviewed by the Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
 EMSP-DC, Control of Documents
 Internal Audit Reports
 Compliance Assessment Reports
 EMP Action Plans
 CPAR Log
 Minutes of Management Review Meetings
 Communications Form

Printed: 3/2/2012 12:41 PM	Page 2 of 2	Next Review Date: Feb 2013
Title and Location:	T:\Share\EMS - Iowa\PROCEDURES\SOPS-OFFICIAL - 2012\EMSP-MR Management Review Rev 5.NR Feb 2013.doc	



EMS Form
Official Document Approval



DATE: February 28, 2012
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

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The Core Team reviewed and approved EMSP-MR Management Review Procedure on February 28, 2012.



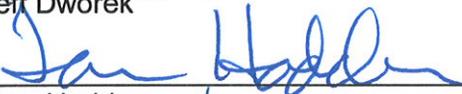
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Geri Crawford



Jeff Dworek



Tom Hadden



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