



RASWC Environmental Management System  
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Reviewed by: EMR  
Approved by: EMS Core Team

## **1.0 Purpose**

To document and develop a primary agenda of issues to be included in the Senior Management Review meeting with the Rathbun Area Solid Waste Commission EMS Core Team for evaluating the status of the RASWC EMS to be reported to the Rathbun Area Solid Waste Commission Board of Directors.

## **2.0 Responsibilities**

### **2.1 Environmental Management Representative**

- 2.1.1 Provide data on objectives/targets, training, and other EMS information to be reviewed.
- 2.1.2 Review and update Activities/Impacts document in preparation of Management Review.
- 2.1.3 Lead Management Review meeting.
- 2.1.4 Present findings of Management Review to the RASWC Board of Directors and Staff.

### **2.2 EMS Core Team**

- 2.2.1 Participate in Management Review.

### **2.3 RASWC Director**

- 2.3.1 Review and update Activities/Impacts document in preparation of Management Review.
- 2.3.2 Lead Management Review meeting.
- 2.3.4 present findings of Management Review to the RASWC Board of Directors and Staff.

## **3.0 Procedure**

The Senior Management review is intended to provide a forum for reviewing and/or improving the RASWC's EMS on an annual basis, and to provide the Board of Directors with a vehicle for making any changes to the EMS necessary to achieve its goals.

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

- Results of Internal Audits and evaluations of compliance with legal and other requirements.
- Suitability, adequacy, and effectiveness of communications from external interested parties, including complaints.
- Suitability, adequacy, and effectiveness of the RASWC's environmental performance.
- Suitability, adequacy, and effectiveness of objectives and targets and the status as found in the RASWC Action Plan.
- Suitability, adequacy, and effectiveness of nonconformities, corrective and preventative action plans.
- Suitability, adequacy, and effectiveness of training efforts.
- Results of any action items from the previous Management Review meeting.
- Providing direction for changes needed to the EMS.

3.2 Meeting minutes will be generated by the EMS Core Team and will include, at a minimum the list of attendees, a summary of key issues discussed and any action items arising from the meeting.

3.3 A copy of the meeting minutes will be distributed to the RASWC Board and any staff assigned action items.

3.4 Review and revise impacts/activities annually, present findings to the EMS Core Team.