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EMS Procedure Senior Management Review – DMASWA

Effective Date: February 24, 2011

Reviewed By: Chuck Goddard

Revision Number: 1

Approved By: EMS Core Team

Signature: _____

The Intelex Software on-line version and secured hardcopy are the controlled documents. Refer to the DMASWA's Intelex Software System for latest version.

1.0 PURPOSE

The purpose of this procedure is to document and develop a primary agenda of issues to be included in the Senior Management Review meeting with the DMASWA Board of Directors for evaluating the status of the DMASWA Environmental Management System (EMS).

2.0 RESPONSIBILITY

- 2.1 Agency Board of Directors: Responsible for providing feedback to the Environmental Management Representative and the EMS Core Team.
- 2.2 EMS Core Team: Responsible for developing an agenda to be used for the Senior Management Review meeting.
- 2.3 Environmental Management Representative: Responsible for providing data on objective and targets, training, and other EMS information to be included in the Senior Management Review meeting. EMR will lead the meeting.

3.0 PROCEDURE

The Senior Management Review process is intended to provide a forum for reviewing and/or improving the DMASWA'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 Senior Management Review meeting will consider the following:
- Results of internal audits and evaluations of compliance with legal requirements and other requirements;
 - Suitability, adequacy, and effectiveness of communications from external interested parties, including complaints;
 - Suitability, adequacy, and effectiveness of the DMASWA's environmental performance;
 - Suitability, adequacy, and effectiveness of objectives and targets and their status as found in the DMASWA 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 Agency's Secretary 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 attendees and any individuals assigned an action item.
- 3.4 Review and revise impacts/activities annually, present findings to the EMS Core Team.

4.0 Related Documents

Environmental Policy
Objectives and Targets and their revisions
Legal and Other Requirements
Training and Roles & Responsibility Matrices