

AR2 - Management Review

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- 1.0 Scope**
- 2.0 Definitions**
 - 2.1 Abbreviations
- 3.0 Responsibilities**
 - 3.1 Managing Director
 - 3.2 EMR
- 4.0 Procedure**
- 5.0 Records**
- 6.0 References**

Appendices

- 1 Amendment Status Record Sheet
- 2 Amendment Details Record

Filename	Issue No.	Date	Issued by	Authorisation	Page
AR2 – Management Review	1	25.01.17	GBPP		1 of 5

AR2 - Management Review

1.0 Scope

This procedure deals with the management review of the Environmental Management Systems (EMS) on the site of Edge Close Green Energy Ltd. The review shall ensure the continuing suitability, adequacy and effectiveness of the EMS and consider ways and means by which it could be improved.

2.0 Definitions

Review Look back on progress to date

2.1 Abbreviations

EMR Environmental Management Representative
EMS Environmental Management System
ECGE Edge Close Green Energy Ltd

3.0 Responsibilities

3.1 Managing Director

- Chairs the six monthly reviews of the EMS to confirm its suitability, effectiveness and compliance with stated Company policy.

3.2 EMR

- Attends management review meetings and advises of changes in environmental regulations and codes of practice.
- Reports to the meeting on progress towards continuous improvement in respect of environmental targets and objectives.
- Reports to the meeting on non-conformance and corrective and preventive actions following internal audits of the EMS.
- Reports on energy usage compared with targets.
- Takes minutes of environmental management review meetings.

Filename	Issue No.	Date	Issued by	Authorisation	Page
AR2 – Management Review	1	25.01.17	GBPP		2 of 5

AR2 - Management Review

4.0 Procedure

The purpose of the meetings shall be to review environmental policy objectives and procedures contained in the EMS, to record progress towards continuous improvement and to set new objectives if relevant.

A management review meeting shall be convened every six months.

The Managing Director shall chair the meetings. The meetings shall use a standard agenda as follows:-

1. Approve minutes of last meeting.
2. Review environmental policy and objectives.
3. Review the environmental management programmes.
4. Confirm existing or approve changed management programmes.
5. Review current and proposed legislation
7. Review the last internal audit of the EMS and corrective actions arising.
8. Review any building or operational changes affecting the EMS
9. Review training and staff awareness
10. Any other business.

The EMR shall record minutes and actions fixed on relevant managers and supervisors.

5.0 Records

Management review meetings minutes.

6.0 References

- EMS Manual section 4.6 Management Review
- EMS Manual section 4.3.1 Environmental Aspects
- EMS Manual section 4.5.1 Monitoring and measurement
- EMS Manual section 4.5.2 Non conformance, Corrective and preventive action
- EMS Manual section 4.5.4 Environmental Management systems audit
- EM1 Environmental Aspects
- MM7 Non Conformance Corrective and Preventive Action
- AR1 Environmental Management System Audit

Filename	Issue No.	Date	Issued by	Authorisation	Page
AR2 – Management Review	1	25.01.17	GBPP		3 of 5

