

4.6 MANAGEMENT REVIEW

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.6

Conforms (Y/N)

Top management shall review the organization's environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.	
Reviews shall include assessing opportunities for improvement and the need for changes to the EMS, including the environmental policy and environmental objectives and targets.	
Records of the management reviews shall be retained.	

Input to management reviews shall include

Conforms (Y/N)

a) results of internal audits and evaluation of compliance with legal requirements and with other requirements to which the organization subscribes,	
b) communication(s) from external interested parties, including complaints,	
c) the environmental performance of the organization,	
d) the extent to which objects and targets have been met,	
e) status of corrective actions and preventive actions	
f) follow-up actions from previous management reviews,	
g) changing circumstances, including developments in legal and other requirements related to its environmental aspects, and	
h) recommendations for improvement	

NOTES: (use reverse side if necessary)

OVERALL CONFORMANCE: YES NO

4.6 Management Review: Supplemental Questions by Function		
DEPUTY DIRECTOR		OBJECTIVE EVIDENCE
a.	Please describe the management review process within your EMS?	
b.	How often are management reviews performed to ensure continuing suitability, adequacy, and effectiveness of the EMS?	
c.	What improvements or changes have been made in the EMS as a result of the last review?	
d.	What information is collected and provided to management as a basis to perform the review?	
f.	Who takes part in the management review?	

EMS REPRESENTATIVE		OBJECTIVE EVIDENCE
a.	Please describe the management review process as outlined in your EMS.	
b.	When was the last management review meeting? May I see any records, minutes, or documents generated from that meeting?	
c.	Who attends these meetings?	
d.	How is the effectiveness of the EMS evaluated?	
e.	What information is provided to management to enable them to adequately review the EMS?	

NOTES:

DOCUMENTS:
<input type="checkbox"/> Evidence that the management review was conducted (e.g., reports, meeting minutes).
<input type="checkbox"/> Procedure on conducting management reviews.
<input type="checkbox"/> Procedures modified on the basis of the management review.

EMS LINKS:

- Policy
- Environmental Aspects
- Objectives, Targets and Programs
- Communication
- Monitoring and Measurement
- Internal Audit