



EPA Region 1 McCormack Federal Building

EMS Procedure

FY 2012

4.6 Management Review

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Title: EMS Coordinator

Document location: The official controlled version of this document is the electronic version maintained on-line in the Lotus Notes Database.

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1.0 Purpose

- 1.1 The purpose of this procedure is to document the Management Review responsibilities and process for the EPA Region 1's Boston Office.

2.0 Scope

- 2.1 This procedure covers management review of the EPA Boston Office's environmental management system.

3.0 Definitions

- 3.1 For definitions of common terms for EPA-NE Boston Office EMS procedures, refer to EMS document EMS Definitions

4.6 Management Review

4.0 Approach

4.1 The management review provides a forum for discussion of the effectiveness of the EMS. It gives the EMS Board of the Directors the opportunity to review and, where necessary modify the EMS to make it more effective. Management reviews of the EPA-NE Boston Office EMS take place at least once a year. The EMS Coordinators will give the EMS Board of Directors sufficient information to make informed decisions on whether the EMS continues to be adequate and effective, and if they need to take actions to ensure its continual improvement. The scope of the review should be comprehensive, and may take place over the course of the fiscal year.

At a minimum, a management review should consider the following:

EMS Audit results; EMS Objectives and Targets and progress towards achieving them; overall environmental performance;

Effectiveness and relevancy of the environmental policy; Effectiveness of the EMS; Changes to improve the EMS's effectiveness and performance, or to adapt the EMS to changing circumstances including;

Physical environment of the office;

New environmental legal or other requirements;

New expectations and requirements of those affected by the EMS;

Changes in the organization;

Advances in science and technology;

Lessons learned from environmental incidents;

Follow-up actions from previous audits;

Changing circumstances, including developments in legal and other requirements related to the environmental aspects; and

Recommendations for improvement.

The EMS Board of Directors will make a determination on the continuing effectiveness of the EMS implementation and specifically on its ability to help the Boston Office achieve its objectives and targets designated for that year.

The EMS Coordinator, or a designee, will take notes on the management review. The Review notes will include a list of attendees, summary of key issues, and any action items arising from the review. The EMS coordinator will distribute the management review notes to attendees, those responsible for action items and other recipients as directed by the Board. The EMS Document Control Manager will retain the management review agenda and notes as EMS records and post them, or a link to them, on the Regional Intranet site.

4.6 Management Review

5.0 Responsibilities

5.1 Regional EMS Executive (REE, the Deputy Regional Administrator) chairs the EMS Board of Directors and leads EMS management reviews.

5.2 REE and the Office Directors (the Boston Office EMS Board of Directors):

Participate in management reviews of the EMS; Review and approving changes to EMS policy, objectives and other elements of the EMS in response to results, changed circumstances and the commitment to continual improvement;

Propose added objectives, targets, management programs and operational controls to meet Environmental Policy commitments of the EMS and the commitment to compliance;

Raise issues of cross-regional importance to the Regional Administrator.

5.3 Director of OARM:

With EMS Coordinators, report to the EMS Board of Directors on environmental performance and the effectiveness of the EMS;

Provide enough resources to assure the necessary data and information are available;

Review and approve any proposed changes to the EMS

5.4 EMS Core Team:

Provides support to the EMS coordinator and the Director of OARM in preparing and presenting management reviews and incorporating any agreed on changes into the EMS.

5.5 EMS Coordinator

Plans Management Review meetings;

Ensures information the Board of Directors need to evaluate, environmental performance and the continuing effectiveness of the EMS, is available;
Presents that data for discussion;

Brings proposed revisions and updates to the EMS to the EMS Board of Directors for approval;

Ensures revisions to the EMS conform to ISO 14001 standard;

Makes Board of Directors-approved changes to the EMS.

4.6 Management Review

6.0 Related Documents/ References/ Records

6.1 Agenda and meeting notes from management reviews.

7.0 Distribution

7.1 The EMS Core Team's documentation lead has placed the most current version this procedure in an electronic repository. It is available electronically to users of the EPA Regional 1 intranet. Check the EPA Intranet EMS Page (<http://r1-gis-web.r1.epa.gov:9876/oarm/ems/index.html>) for a link to the latest version.