

EMS PROCEDURE: MANAGEMENT REVIEW

I. Purpose

To provide a standard procedure for upper management to review the EMS and to ensure the system's continuing suitability, adequacy and effectiveness. Implementation of this procedure ensures that upper management addresses the possible need for changes to TYAD's policy, objectives, and other elements of the EMS.

II. Scope

III. Definitions

None

IV. Supporting Documents

1. Form 3, Environmental Policy
2. Form 4, Activities and Products
3. Form 5, Checklist for Environmental Aspects
4. Form 6, Environmental Aspects and Impacts
5. Form 8, Legal and Other Requirements
6. Form 10, Checklist for Significant Impact
7. Form 12, Environmental Objectives
8. Form 13, Objectives and Targets
9. Form 15, Environmental Management Programs

V. Procedure

1. TYAD is responsible for scheduling and conducting an annual meeting for management Review of the EMS. Upper management includes the primary team and the EMS coordinator.
2. The EMS coordinator ensures the necessary data and other information is collected prior to the meeting.
3. At a minimum, the management review meeting will consider the following:
 - a. the suitability, adequacy and effectiveness of the environmental policy, objective, and the elements of the EMS, including procedures
 - b. the extent to which objectives and targets have been met
 - c. the status of corrective and preventive actions
 - d. the results of any EMS audits conducted since the last management review meeting

- e. the results of any action items from the previous management review meeting
- f. concerns among the relevant interested parties
- 4. The EMS coordinator is responsible for documenting the Minutes at the management review meetings. The documented minutes will include:
 - a. a list of attendees
 - b. a summary of key issues discussed
 - c. any action items that resulted from the meeting
- 5. A copy of the meeting minutes will be distributed to Attendees and any individuals assigned action items. A copy of the meeting minutes will also be retained on file.