

ISO 14001 MANAGEMENT REVIEW (4.6)

In order to be in conformance with this provision of ISO 14001 an organization must be able to answer the overall question: "What must happen during the management review?". Top management has three distinct functions in this section of the standard. First, management must conduct reviews of the environmental management system to evaluate its effectiveness. These reviews must occur on a set frequency. Second, management must evaluate the information provided by the environmental management system to determine if that information is adequate to perform the review. Third, based upon the review of the overall system management must weigh the potential benefits related to possible changes in the Environmental Policy statement and the Environmental Objectives. The last requirement has its foundation in the ISO 14001 concept of continual improvement. The results of the management reviews must be documented.

As stated previously the purpose of the management review is to determine the effectiveness of the existing system and to identify opportunities for improvement. What information should be available for the management review in order to facilitate this process? As a minimum the following material should be provided:

- A. compliance information based upon the appropriate environmental laws, regulations and permits;
- B. internal audit reports;
- C. reports on the achievement of Environmental Targets;
- D. information related to potential changes in the environmental aspects and impacts;
- E. summaries of communication from both internal and external parties related to the environmental management system;
- F. etc.

The above information will provide management with a valid database to review and evaluate the possible benefits of changes to the Environmental Policy statement and Environmental Objectives. Management will need to insure that the concept of continual improvement is part of its decision process.

The action of top management under this section of ISO 14001 completes the four-part cycle of plan, implement, check and act. Top management participated in the previous planning phase of the environmental management system. It then assigned responsibility and authority for the implementation and checking phases. At this point top management returns to direct the action phase of the environmental management system. Top management's action and guidance will be the driving force to improve the environmental management system.

Questions That Need To Be Answered:

The following questions need to be answered in order to determine whether the Management Review Section meets the intent of ISO 14001:

1. Does the organization's top management routinely review the EMS for effectiveness?
2. Is there a set schedule for the reviews?
3. Are the management reviews documented?
4. Does the review information include:
 - a. compliance information based upon applicable environmental laws, regulations and permits?
 - b. internal audit reports?
 - c. reports on the achievement of Environmental Targets?
 - d. information related to changing environmental aspects and impacts?
 - e. summaries of internal and external communications related to the EMS?
 - f. etc.
5. Does management include in the review the concept of continual improvement?
6. Does the management review focus on potential modifications to the Environmental Policy statement and the Environmental Objectives?