1.0 Purpose

The following procedure covers the various requirements for management review in the DPPEA EMS. This procedure is to aid the division director, and/or ranking division managers appointed by the director, on how upper management will conduct EMS Management Reviews. The primary purpose of this procedure is to show:

- The periodic intervals at which management reviews will be conducted,
- What information upper management wants so that it can review the suitability, adequacy and effectiveness of the EMS, and
- How the review will be documented.

2.0 Associated Reference Material

2.2 DPPEA Environmental Policy – DPPEA EMS Document 4.2
2.3 DPPEA Environmental Management System Manual EMS 4.4.4 -DPPEA-Manual
2.4 DPPEA SOP 4.3.1 - Identification of Aspects and Impacts/ Significance Determination
2.5 DPPEA SOP EMS 4.3.3 - Objectives and Targets
2.6 DPPEA SOP EMS 4.3.2 – Legal and Other Requirements

3.0 Procedure

3.1 Top management of DPPEA is the division director. The division director may appoint additional division supervisors to assist with conducting management reviews.

3.2 The division director shall determine the frequency of periodic management reviews that will work best for the division. The division director may also choose to have additional management reviews, at any time, for any reason. Top management may wish to coordinate management reviews with the EMS Management Team (MT) annual EMS reviews conducted near the end of the first quarter.

3.3 Management reviews shall include an examination of the suitability, adequacy and effectiveness of the EMS overall, and for any individual EMS elements it deems are necessary.

3.4 The division management review shall address the possible need for changes to policy, objectives and other element of the EMS in response to changes in division activities, audit results, changing circumstances and commitment to continual improvement. This can include the elimination of EMS procedures and other activities that no longer add value to the EMS.

3.5 Management shall ask for, and provide resources to collect, any information it feels is needed to conduct a management review. Management shall make every effort to request information ahead of time so that it will be ready for management review.

3.6 During management reviews the division director will ensure that records are kept for the issues addressed, what decisions were arrived at, and what action items were selected.
records of a management review shall be documented and stored in accordance with EMS requirements.

3.7 After documentation of management review action items, management will ensure that action items are initiated and the progress is tracked to completion.

3.8 Management shall consider other division plans and goals as it makes changes in the division EMS. Environmental decision-making shall be integrated into overall division management and strategy.

4.0 Management Review Guidance

4.1 Key questions that a DPPEA management review may seek to answer:

- Did the division achieve its objectives and targets? If not, why not? Should the division modify its objectives?
- Is the DPPEA environmental policy still relevant to what the division does?
- Are roles and responsibilities clear, do they make sense, and are they communicated effectively?
- Is the division applying resources appropriately?
- Are the EMS procedures clear and adequate? Are other controls needed? Should any controls be eliminated?
- Are problems being fixed when they are found?
- Is the EMS being monitored (e.g., via system audits)? What do the results of the audits indicate?
- What effects have changes in DPPEA materials, products or services had on the EMS? Has the effectiveness of the EMS been changed?
- Do changes in laws, regulations or department procedures require DPPEA to change some of its approaches?
- What changes are coming in the near term? What impacts (if any) will these have on the EMS?
- What stakeholder concerns have been raised since the last review? How are concerns being addressed?
- Is there a better way? What can DPPEA do to improve?

4.2 Management review information sources to consider:

- Information and reports from the DPPEA EMS Management Team
- Audit results
- Internal suggestions
- External communications
- Progress on objectives and targets
- Other environmental performance measures
- Reports of emergencies, spills, other incidents
- New or modified legislation and regulations
- New scientific/technical data on materials and processes used by the division
- New scientific/technical data on materials and processes used by other state government organization.