

### **Quality, Health, Safety, Environmental & Energy Manual:**

**Document No:SM-10**

**Management Review**

To ensure, through regular management review, the suitability, adequacy and effectiveness of the Quality, Health, Safety, Environmental & Energy (QHSE) Management System.

To allow senior managers and directors the opportunity to determine that the company's performance meets, or otherwise, its Health, Safety, Environmental & Energy policy and all relevant legal and other requirements.

#### **Management Review**

- 1.0 The company will review the QHSE Management System, not less than annually.
- 1.1 The management system will ensure that, through the routine reporting of performance data and internal/external auditing, sufficient data is available at such Management Review meetings to enable proper and adequate evaluation to be conducted.
- 1.2 Reviews will be attended by at least one member of the board. Copies of the minutes will be provided to attendees for their consideration, comments and/or actions as appropriate.

#### **Elements for Consideration at all Management Review Meetings**

- a) The QHSE Management system is suitable, adequate and effective.
- b) The Policy remains relevant.
- c) The results of internal and third-party audits, including non-conformities and the status of Corrective/Preventive actions.
- d) Communication from external parties, including complaints and customer feedback.
- e) Review of "Programme for Environmental Management" Objectives and Targets.
- f) Aspect/Impact Activity Reports.
- g) Compliance with existing and/or changing Legislation and Other Requirements.
- h) Review of all KPI's and SLA's
- i) Risks and opportunities
- j) Recommendations for improvement.
- k) Provision of adequate resource, material and human.
- l) Training. Particularly with reference to c), d) & e) above.
- m) The adequacy of risk assessments conducted and the requirement for further reviews.
- n) Accident/Incident reports.
- o) Permit to Discharge Compliance (Water).
- p) Energy use and log.
- q) Waste Management.
- r) Company Vehicles and Drivers.
- s) Process performance and conformity of products and services.
- t) Performance of external providers.

#### **Records**

- 2.0 Records of Management Review will be retained by the QHSE Manager for not less than five years.