

### **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, it's 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 ISO standards require reviews at "planned intervals"; annual is acceptable but consider more frequent reviews if significant incidents occur, legislation changes, or major projects are underway.
- 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 reports should include legal compliance audits and evidence of statutory inspection/maintenance.
- 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