

## **EMS MANAGEMENT REVIEW PROCEDURE**

### **1. PURPOSE AND SCOPE**

#### **1.1 Purpose of the Procedure**

To define, document and communicate the roles, responsibilities, and procedures necessary for management review of the Department's EMS.

#### **1.2 Scope of the Procedure**

This procedure applies to all EMS sites within the Department's EMS.

### **2. ABBREVIATIONS, TERMS, AND DEFINITIONS**

(See the definition list on the Department's EMS website for more definitions.)

- Division Management Team – This team consists of the Division Administrator, Deputy Division Administrator, and regional leaders within that Division.
- Department Leadership Team – The overall leadership team for the department consisting of the Secretary, Deputy Secretary, Executive Assistant, Division Administrators, and Regional Directors.
- Program Management Team – The leadership team for a bureau consisting of the bureau director, section chiefs, and regional program supervisors.
- RMT – Regional Management Team. These are the regional leaders for lands, waters, forestry, enforcement and science, air and waste, customer assistance and external relations/administration and technology.
- Responsible Supervisors – Those supervisors whose defined program roles are inter-related to a specific aspect; i.e., an office manager who is responsible for heating which is inter-related to the aspect of building energy use.

### **3. REFERENCES**

ISO 14001, section 4.6, Management Review, requires the following:

The organization's top management shall, at intervals that it determines, review the environmental management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

The management review shall address the possible need for changes to policy, objectives, and other elements of the environmental management system, in the light of environmental management system audit results, changing circumstances, and the commitment to continual improvement.

### **4. MANAGEMENT REVIEW**

Management review of the Department's EMS will consist of 3 levels of review. The first level of management review will be conducted by the program or regional management team (or subset of that team). The second level of

management review will be conducted by division management teams. The third level of review will be conducted by the Department's Leadership Team.

#### **4.1 Roles and Responsibilities**

##### **4.1.1 First Level Review by Program or Regional Management Teams (or subset of).**

- **Frequency of Review:** at least quarterly
- **Review to consist of:**
  - Discussion of any internal or registration audit reports completed during the quarter.
  - Summary review of corrective actions.
  - Resolution of outstanding corrective actions that require management intervention.
  - Decisions related to corrective actions requiring significant resources.
  - Review of monitoring information related to progress towards achieving objectives and targets.
  - Review of monitoring information related to compliance.
  - Review of revision to aspects register (annual)
  - Assessment of whether scope, objectives, and targets should be adjusted (annual)
  - Allocation of resources for the EMS (annual)
  - Summary of stakeholder input (annual)
  - Recommendations for DLT management review, including any changes needed to the policy (annual)
- **EMS site team leader** is responsible for scheduling, preparing, and conducting the management review meetings with the program or regional management team. The EMS site team leader is also responsible for initiating corrective actions that result from decisions made at the management review meeting and maintaining minutes, agendas, and related materials as records on the EMS website.
- **The EMS Site Sponsor** is responsible for approving the issue brief and management review agenda and ensuring that adequate time is available for the team to conduct the management review.
- **For regional sites**, it is the responsibility of the regional management team to involve and communicate with central office bureau directors or division administrators who may be impacted by the decisions made at the management review meeting.

##### **4.1.2 Second Level Review by Division Management Teams**

Where there are two or more EMS sites within a division, the division management team shall also be responsible for conducting a management review. This review shall be more strategic than the first level review.

- **Frequency of Review:** at least semi-annually

- **Review to consist of:**
  - Summary discussion of significant findings from any internal or registration audit completed during the previous six months.
  - Trends in nonconformances and corrective actions requests.
  - Trends, common objectives, or other issues where coordination between regional and program EMS sites would be beneficial for the Department's environmental performance.
  - Resolution of outstanding corrective actions that require division-level management intervention.
  - Decisions related to corrective actions or objectives requiring significant resources.
  - Review of monitoring information related to progress towards achieving objectives and targets.
  - Review of monitoring information related to compliance.
  - Summary review of revision to aspects register, especially re-ranking of significance (annual)
  - Assessment of whether scope, objectives, and targets should be adjusted (annual)
  - Summary of stakeholder input (annual)
  - Recommendations for DLT management review, including any changes needed to the policy (annual)
  
- **The Department's EMR** is responsible for scheduling, preparing, and conducting the management review meetings with the division management team. The EMR is also responsible for initiating corrective actions that result from decisions made at the management review meeting and maintaining minutes, agendas, and related materials as records on the EMS website.
- **The EMS Site Sponsors** for any EMS sites within the division are responsible for approving the issue brief and management review agenda and ensuring that adequate time is available for the division management team to conduct the management review.

#### **4.1.3 Third Level Review by Department Leadership Teams**

The Department Leadership Team is responsible for conducting an annual management review. This review is the highest level strategic review.

- **Frequency of Review:** at least annually
- **Review to consist of:**
  - Assessing the continuing suitability of the policy statement
  - Setting department-wide objectives
  - Allocating department-wide resources
  - Summary discussion of significant findings from audits

- Trends, common objectives, or other issues where coordination between EMS sites would be beneficial for the Department's environmental performance.
  - Resolution of outstanding corrective actions that require department-level management intervention.
  - Decisions related to corrective actions and objectives requiring significant department-wide resources.
  - Review of monitoring information related to objectives.
  - Review of monitoring information related to the environmental performance of the Department
  - Review of annual Department compliance assessment.
  - Review of first and second level management review decisions and recommendations.
  - Summary of stakeholder input and how objectives are addressing the needs of interested parties.
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- **The Department's EMR** is responsible for scheduling, preparing, and conducting the management review meetings with the DLT. The EMR is also responsible for initiating corrective actions that result from decisions made at the management review meeting and maintaining minutes, agendas, and related materials as records on the EMS website.
  - **The EMS Core team** is responsible for summarizing information from all the sites and preparing the issue brief for the DLT management review.
  - **The EMS Sponsor** is responsible for approving the issue brief and management review agenda and ensuring that adequate time is available for the DLT to conduct the management review.