***This document is a controlled document held by the Environmental Management System***

***Table of Contents***

|  |  |  |
| --- | --- | --- |
| **No.** |  | **Subject** |
| **1** |  | **INTRODUCTION & PURPOSE** |
| **2** |  | **TERMS & DEFINITIONS** |
| **3** |  | **APPLICATION & SCOPE** |
| **4** |  | **REQUIREMENTS** |
|  | *4.1* | *Inputs* |
|  | *4.2* | *Outputs* |
|  |  | **REVISION STATUS** |

***1. Introduction and Purpose***

The purpose of this procedure is to describe the process of Management Review

***2. Terms and Definitions***

|  |  |  |
| --- | --- | --- |
| **Term** | **Clause** | **Definition** |
| **Management Review** | **9.3** | A formal meeting of top management with the purpose of reviewing and evaluating the effectiveness of the Environmental Management System |

1. ***Application and Scope***

The scope of this procedure is focussed on reviewing NRS EMS, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the organisation.

1. ***Requirements***

The management review shall be planned and carried out taking into consideration;

**4.1 Inputs**

* Status of actions from previous management reviews
* Changes in external and internal issues that are relevant to the EMS system
* Information on the performance and effectiveness of the EMS, including trends in;
  + Customer satisfaction and feedback from relevant in interested parties;
  + The extent to which objectives have been met;
  + Process performance and conformity of products and services;
  + Nonconformities and corrective actions;
  + Monitoring and measurement results;
  + Audit results;
  + The performance of external providers;
* The adequacy or resources;
* The effectiveness of actions taken to address risks and opportunities;
* Opportunity for improvement;

**4.2 Outputs**

* Opportunities for improvement
* Any need for changes to the environmental management system
* Resource needs

Minutes will record that the Management Review has taken place. Action points/recommendations as a result of the Management Review will be initiated by the Top Management.

The changes implemented will be checked at the next Management Review.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Signature** | **Position** | **Date** |
| **Approved by:** |  |  |  |

**Revision status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision** | **Date** | **Amendment** | **Content manager** | **Approved by** |
| 1.0 | 19/11/2019 | New Document | S.CROWLEY |  |
| 1.0 | 19/11/2020 | Document Review | S.CROWLEY |  |
| 1.0 | 19/11/2021 | Document Review | S.CROWLEY |  |