


Vacman Cleaning Ltd	
Environmental Management System	

Procedure Title: Management Review		Procedure No: 25
Date issued: 25.05.02	Last revised: 29.4.05	Revision No: 05.0
ISO 14001 reference: 4.6		
O M reference: None		
Related procedures:		
<ul style="list-style-type: none"> • Procedure 1 - Communications • Procedure 7 - Environmental Complaints • Procedure 20 - Maintenance of Objectives and Targets • Procedure 21 - Environmental Management Programme • Procedure 24 - EMS Audits 		

1. Purpose


- 1.1 To deliver a consistent and systematic review of Vacman Cleaning Ltd's environmental management system, to ensure its continuing suitability, adequacy and effectiveness as determined by the requirements of ISO 14001.

2. Scope

- 2.1 A planned review, by management, of the environmental management system in operation at all sites under which the company has management control, in accordance with the requirements of ISO 14001.

3. Definitions

- 3.1 Environmental management system – the part of the company's overall management system used to develop and implement its environmental policy and managed its environmental aspects.
- 3.2 Environmental management system audit – a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organisation's environmental management system conforms to the environmental system audit criteria set by the organisation, and for communication of the results of this process to management.


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4. Responsibilities

- 4.1 The Managing Director, or nominee, will chair management review meetings.
- 4.2 The review team will consist of the Managing Director, Office Manager, Area Supervisor/Manager (R&C), Area Supervisor/ Manager (East), Area Supervisor (Lochaber), Chairs/members of working groups (by invitation).
- 4.3 The Managing Director is responsible for preparing the agenda and co-ordinating the provision of information necessary to complete the review.
- 4.4 Attendees at the review meeting are responsible for ensuring that the recommendations of the review are implemented as appropriate.

5. Procedure

- 5.1 A formal management review of the Company's environmental management system, as required by ISO14001 will be undertaken at least once annually to evaluate its continuing suitability, adequacy and effectiveness.
- 5.2 The following headings will form the basis of the agenda:
 - 5.2.1 Apologies for absence
 - 5.2.2 Minutes of previous meeting
 - 5.2.3 Matters arising
 - 5.2.4 Review of the EMS:
 - results of internal audits and evaluations of compliance with legal and other requirements
 - communications from external interested parties, including complaints
 - environmental policy
 - environmental performance
 - the extent to which objectives and targets have been met
 - status of corrective and preventive actions
 - follow-up actions from previous management reviews
 - changing circumstances, including developments in legal and other requirements related to the Company's environmental aspects
 - recommendations for improvement.
 - 5.2.5 Actions

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5.3 Further References

Environmental Policy (Document 2)

Structure and Responsibility (Document 3)

Environmental Objectives and Targets and Associated Management Programme (Document 4)

Register of Environmental Aspects and Impacts (Document 6)

Register of Applicable Legislation and Other Requirements (Document 7)

Training Strategy (Document 8)

EMS Internal Audit Schedule (Document 9)

6. Record Forms

None.