



Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
Date	8/15/2014	12/11/2014	12/15/2014

TITLE: COFL-FF-ED-4.6-2 Management Review Annual Evaluation

Management Review Annual Evaluation Questions	Responses
1. Do we have an existing process for conducting Management Reviews? If yes, does that process need to be revised? In what way?	Yes. No
2. Who needs to be involved in this process within our organization?	Management Review Team
3. When is the best time for us to implement this process? Can this effort be linked to an existing organizational process (such as our budget, annual planning, employee performance appraisals or auditing cycles)?	Relate it to audit cycles
4. How frequent are Management Reviews? What is the basis for this frequency? Should we conduct Management Reviews more or less frequently?	At a minimum, every 6 months
5. Who is responsible for gathering the information needed to conduct Management Reviews? Who is responsible for presenting this information?	ESMS Coordinator/Program Manager



Management Review Annual Evaluation Questions	Responses
6. How do we ensure that changing circumstances (both internal and external to the organization) are considered in this process?	We discuss any changes to Legal & Other or OTPs or External communications
7. How do we ensure that the recommendations from Management Reviews are tracked and acted upon ?	Action items are developed from each meeting and completed prior to next Management Review Meeting
8. <i>Our next step on Management Review is to...</i>	

Questions for the City Manager, Management Representative and Management Review Team to consider:	
1.0	Is our <i>Environmental Policy</i> still relevant to what we do?
2.0	Are roles and responsibilities clear and do they make sense?
3.0	Are we applying resources appropriately?
4.0	Are we meeting our regulatory obligations?
5.0	Are the procedures clear and adequate? Do we need others? Should we eliminate some?
6.0	What effects have changes in material, products or services had on our ESMS and its effectiveness?
7.0	How effective are our measurement and assessment systems?
8.0	Can we set new measurable performance objectives?
9.0	Do changes in laws or regulations require us to change some of our approaches?



10.0	What stakeholder concerns have been raised since our last Management Review Evaluation?
11.0	Is there a better way? What else can we do to improve?

Management Review Meeting Log				
Date	Time	Location	Meeting Chaired By	# Attending
7/2/14	1:30pm	City Hall	Management Representative/ESMS Coordinator	17
11/5/14	3:30pm	Sanitation Conference Room, Fleet Fenceline	Management Representative/Program Manager/ESMS Coordinator	19
1/30/15	8:00am	City Hall	Management Representative/Program Manager/Principal Environmental Planner	16
5/7/15	12:00pm	City Hall	Management Representative/Program Manager/ESMS Coordinator	14
8/31/15	9:00am	City Hall	Management Representative/Program Manager/Principal Environmental Planner/ ESMS Coordinator	15
2/26/16	2:00pm	City Hall	Program Manager/ESMS Coordinator	17

