



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

Title: COFL-FF-ED- 4.6-1 Management Review

Person responsible:	Management Representative		
Area of application:	Fleet Fenceline		
Document location:	www.fortlauderdale.gov/ESMS		
Revisions			
Rev. No.	Date	Description	
001	10/12/15	Changed "First 2 years, quarterly reviews" to "At least annually or every 6 months" reviews per Management Review Team recommendation. Change Senior Management to Management Review Team.	
Recurring action items			
Activity	Responsibility	Frequency	
1. Schedule management review meetings with Management Review Team on a regular basis	ESMS Coordinator	At least annually or every 6 months	
2. Document management reviews	ESMS Coordinator	Each management review	
3. Obtain input from Management Review Team	ESMS Coordinator	As necessary	
4. Develop/revise procedures as appropriate based on feedback.	FF Team	As necessary	



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1.0 Purpose

- 1.1 This procedure defines the methods and documents used for the City of Fort Lauderdale Fleet Fenceline for the City's Senior Management to review the results of **Internal Audits** and progress reporting on the set **Objectives, Targets and Programs**.

2.0 Scope

- 2.1 This procedure is responsive to element 4.6 Management Review, of the ISO 14001:2004 standard and covers operations of the Fleet Fenceline.
- 2.2 The scope of the *Management Review* includes addressing the possible need for change to the *Environmental Policy; Objectives, Targets and Programs*; and other elements of the ESMS.
- 2.3 ESMS audit results, changing circumstances and the commitment to continual improvement will be reviewed, discussed and considered during the *Management Review*.
- 2.4 The following personnel will participate in the *Management Review* meeting:
 - a) ESMS Coordinator;
 - b) ESMS Core Team members;
 - c) City's Senior Management as defined by the ESMS roles and responsibility matrix.

3.0 Responsibility

- 3.1 **ESMS Coordinator** is responsible for:
 - 3.1.1 Scheduling and organizing *Management Review* meetings at least annually or every 6 months.
 - 3.1.2 Providing the agenda and sign-in sheet for the *Management Review* meetings, as well as informing and inviting the required representatives.
 - 3.1.3 Addressing inquires and requests in regards to issues and information to be discussed during the *Management Review* meetings.



- 3.1.4 Preparing, circulating, and maintaining the *Management Review* meeting minutes and summary. The ESMS Management Representative may designate an individual to gather the necessary information prior to the meeting and to take the *Management Review* meeting minutes.
- 3.2 **ESMS Core Team** members will attend the *Management Review* meetings and assist the ESMS Coordinator with recommendations to the City's Senior Management. The ESMS Core Team plays a key role in reviewing and evaluating critical performance indicators of the ESMS. For example, the Program Manager would annually present the **COFL-FF-ED-4.5.1-4 Monitoring and Measurement Annual Evaluation**. This evaluation will become the basis for the next years planning and for documenting continual improvement.
- 3.3 **Management Representative** will attend regularly scheduled *Management Review* meetings to stay informed on the progress, implementation and maintenance of the ESMS. City's Senior Management of the ESMS shall be defined as top management in key positions involved in:
 - a) receiving the right information and knowledge about the ESMS;
 - b) Making decisions about the organization and its resources.
- 3.4 **Program Manager** will present departmental summaries of their ESMS activities and projects at *Management Review* meetings to City's Senior Management.

4.0 Definitions

- 4.1 Refer to **COFL-FF-EP-4.4.4-2 Related Definitions Procedure**

5.0 Process

- 5.1 **Planning and Preparation for *Management Review* meetings**
 - 5.1.1 The City of Fort Lauderdale will hold a *Management Review* meeting at least annually.
 - 5.1.2 Two weeks prior to the scheduled *Management Review* meeting, the **ESMS Coordinator** will gather the necessary information to the **Management Representative** and the **ESMS Core Team** using **COFL-FF-ED-4.5.1-2 Monitoring and Measurement of Objectives, Targets and Programs**.
 - 5.1.3 One week prior to the *Management Review* meeting, the agenda will be circulated. To ensure participants are prepared for the meeting, the agenda will contain the following information and items:
 - a) the current state of the City of Fort Lauderdale's ESMS
 - b) the status of objectives and targets
 - c) corrective and preventive actions
 - d) audit reports
 - e) interested party issues
 - f) regulatory compliance
 - g) need for any changes



5.2 Management Review Meetings

- 5.2.1 The *Management Review* meetings, shall be scheduled and conducted by the **Management Representative** and attended by City's **Management Review Team**, **ESMS Core Team**, and **Fleet Fenceline Department Directors**. This meeting shall be documented with meeting minutes and attendance recorded on **COFL-FF-ED-4.6-3 (F) Management Review Attendance Sign-in Sheet**.
- 5.2.2 During the *Management Review* meetings, the current state of the ESMS shall be reviewed as well as an update (progress and/or corrective actions) on the set *Objectives, Targets and Programs*. In addition, the possible need for changes to the *Environmental Policy; Objectives, Targets and Programs*; and other elements of the ESMS will be discussed.
- 5.2.3 Results of the *Environmental Audits* and appropriate modifications shall also be discussed at the *Management Review* meetings. Changes to circumstances and the commitment to continual improvement should also be considered in this discussion.
- 5.2.4 Recommended changes must be viable and not cause a significant disruption to the City's current or planned operations.
- 5.2.5 *Management Review* meetings and the resulting changes will ensure that the ESMS:
 - a) continues to be suitable, adequate and effective in light of the nature and scale of the City's environmental impacts and operations;
 - b) conforms to the imposed planned arrangements of City's ESMS and is properly implemented and maintained;
 - c) is in compliance with City's legal and other obligations; and
 - d) will satisfy the City's commitment to continual improvement during the coming year.

5.3 Documentation and Distribution

- 5.3.1 Detailed meeting minutes of the *Management Review* will be taken. The meeting minutes will include:
 - a) discussions undertaken and conclusions met for each of the topics and items included in the agenda;
 - b) action items;
 - c) assigned responsibilities;
 - d) a list of participants; and
 - e) a tentative date or range of dates for the next *Management Review* meeting.
- 5.3.2 After the completion of a *Management Review* meeting, draft-meeting minutes will be circulated to participants within two weeks. Participants are to review the minutes for accuracy, ensuring their comments, ideas and contributions were accurately documented and presented. Participants are to complete their review within one week. If no comments are received, it is assumed the participant has no concerns.



5.3.3 Internal and external inquiries about a *Management Review* meeting will be handled in accordance with **COFL-FF-EP-4.4.3-1 Communication Procedure**.

5.3.4 The *Management Review* agenda, meeting minutes, attendance sign-in sheets and departmental summaries will be maintained as ESMS records (www.fortlauderdale.gov/ESMS). *Management Review* meeting dates will be recorded in the log on **COFL-FF-ED-4.6-2 Management Review Annual Evaluation**.

5.4 Audits and Evaluations

5.4.1 The City of Fort Lauderdale will follow existing procedures for **COFL-FF-EP-4.5.5-1 Internal Audit Procedure** and **COFL-FF-EP-4.5.3-1 Nonconformity, Corrective and Preventive Action Procedure** to ensure an effective *Management Review* and the continuing suitability, adequacy and effectiveness of the ESMS.

5.4.2 The **Management Representative, ESMS Coordinator** and the **ESMS Core Team** will evaluate the effectiveness of *Management Review* annually. This evaluation will become the basis for the next years planning and for documenting continual improvement.

5.4.3 The *Management Review* evaluation will be documented on **COFL-FF-ED-4.6-2 Management Review Annual Evaluation**, and controlled as ESMS records.

6.0 References / Related Documents

- 6.1 Agendas, Meeting Minutes
- 6.2 COFL-FF-EP-4.4.3-1 Communication Procedure
- 6.3 COFL-FF-ED-4.5.1-2 Monitoring and Measurement of Objectives, Targets and Programs
- 6.4 COFL-FF-ED-4.6-3 (F) Management Review Attendance Sign-in Sheet
- 6.5 COFL-FF-ED-4.5-4 Monitoring and Measurement Annual Evaluation
- 6.6 COFL-FF-ED-4.6-2 Management Review Annual Evaluation
- 6.7 COFL-FF-EP-4.5.5-1 Internal Audit Procedure
- 6.8 COFL-FF-EP-4.5.3-1 Nonconformity, Corrective and Preventive Action Procedure
- 6.9 COFL-FF-ED-4.6-4 Management Review Annual Review Maintenance