

MANAGEMENT REVIEW AGENDA

ISO 14001

- a) Actions from previous meeting
 - Discuss and detail progress and closure of actions from the previous meeting
- b) Review of the following environmental items:
 - Discuss non-conformances and incidents
 - Discuss complaints
 - Discuss internal audit findings
- c) Determine any preventive actions that are required to avoid future problems and confirm those already taken
- d) Review progress towards environmental objectives and targets including environmental programmes undertaken.
- e) Review environmental policy, and environmental management system to ensure that they still meet the requirements of ISO 14001 and the organisation.
- f) Confirm review and update of the following documentation:
 - Environmental Aspects Register
 - Environmental Screening Matrix
 - Environmental Objectives and Targets
 - Specific Environmental Programme(s) and determine need to create new ones.
 - The Master Environmental Programme.
- g) Review the adequacy of resources and the requirements for training with respect to environmental needs.

Record and retain the Management Review Minutes.