

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR
MANAGEMENT REVIEWS**

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1. APPROVAL

Document Control			
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Prepared By:	Insert Person	Position:	Insert Position
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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is maintained.			
Amendment Record			
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1.0	Insert Date	To outline and define management review processes	Original
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy.'			
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2. PURPOSE

The purpose of this procedure is to define the **Insert Your Company** process for undertaking management reviews to assess the effectiveness of the HSEQ management system and its compliance to:

- ISO 9001, Quality Management Systems – Requirements.
- ISO 14001, Environmental Management Systems - Requirements with Guidance for Use.
- ISO 45001, Occupational Health and Safety Management Systems - Requirements with Guidance for Use.

3. SCOPE

This procedure applies to the methods of reviewing the management system to ensure that it is up to date, controlled and effective. The methods and responsibilities of the HSEQ management system's continuing improvement, and effectiveness in satisfying the requirements of:

- ISO 9001, Quality Management Systems – Requirements.
- ISO 14001, Environmental Management Systems - Requirements with Guidance for Use.
- ISO 45001, Occupational Health and Safety Management Systems - Requirements with Guidance for Use.
- **Insert Your Company** policies, objectives, 'strategic objectives and direction' management review procedure **once a year** at a minimum.

4. TERMS AND DEFINITIONS

Term	Definition
Continual Improvement	Recurring activity to enhance performance.
Corrective Action	Action to eliminate and control the cause of an identified non-conformance to the HSEQ management system.
Non-Conformance Report	A report that documents the details of a non-conformance identified in an audit or other process review.
Objective	The result to be achieved. Objectives must be SMART – Specific, Measurable, Achievable, Realistic and Timely.
Record	Document(s) stating results achieved or providing evidence of activities performed.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: