

NCCOS	EMS ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD	Date Issued/Revised: 10/19/05; 02/25/08
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## EMS 015 MANAGEMENT REVIEW

### 1. PURPOSE

To provide a management system review process that will be used as a basis for EMS continuous improvement and verification of NOAA commitments.

### 2. SCOPE

This procedure applies to NOAA line functions that have implemented an Environmental Management System (EMS).

### 3. METHODOLOGY

3.1 The EMS Team will develop a briefing for the management so that they can review the overall performance of the EMS and make decisions regarding its future direction and resource needs. The management representative is responsible for presenting at the management review, and may include other team members for all or part of the review. The EMS team will include the following information in its presentation to management:

- Summary of results of the internal EMS audits and compliance evaluations.
- Pertinent communications from external interested parties
- The extent to which objectives and targets are met
- The status of corrective actions
- Follow up actions from previous management reviews
- Changing circumstances, including developments in legal and other requirements related to the significant environmental aspects
- Recommendations for improvements.

3.2 Following the review management will consider the recommendations of the EMS team, the suitability, adequacy and effectiveness of the EMS, opportunities for improvements and changes in the EMS including the policy, and objectives and targets.

3.3 Records of the management review should be maintained and include the following:

- Date
- Attendance
- Agenda/Items reviewed
- Actions and follow-up to be taken as a result of review

3.4 Reviews should be held at least annually, before the fiscal year end, whereby EMS resource allocations for the coming year can be addressed in budget requests.

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#### **4. FACILITY REQUIREMENTS AND RESPONSIBILITIES FOR IMPLEMENTATION**

NOAA NCCOS should take the following step to implement and maintain an EMS that conforms to NOAA's EMS requirements and E.O.13423.

1. Facility EMS Teams should follow the methodology above to conduct EMS management reviews.