

# USDA FOREST SERVICE



## Pike/San Isabel National Forests and Cimarron/Comanche National Grasslands ENVIRONMENTAL MANAGEMENT SYSTEM GUIDEBOOK

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### 4.6 - MANAGEMENT REVIEW

#### ISO 14001 REQUIREMENTS

*This element describes the process for reviewing the EMS to ensure that it is effective and current. One of the primary goals of the management review is to identify ways to improve the EMS.*

#### PURPOSE

This procedure identifies the process used to conduct a Management Review of the PSICC EMS. This procedure outlines the actions to be taken by the Forest Supervisor, the Forest Leadership Team and the EMS Management Representative to annually review the performance of the EMS. The Management Review is a step in the continuous improvement process that is implemented as part of the EMS. It is one of the tools that will be used to evaluate whether the EMS is working effectively.

#### SCOPE

The Forest Supervisor, Forest Leadership Team, and the EMS Management Representative conduct a review and evaluation of the effectiveness of the EMS and its continued suitability to the PSICC. The steps outlined in this procedure form the basis of this review. The review will be documented in meeting minutes prepared as part of this procedure.

#### DEFINITIONS

**Environmental Management System** – The part of organization's management system used to develop and implement its environmental policy and manage its environment.

**Environmental Policy** – Overall intentions and direction of an organization related to its environmental performance as formally expressed by top management.

**Environmental Objective** – Overall environmental goal, consistent with the environmental policy, that an organization sets to achieve.

**Environmental Target** – Detailed performance requirement applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

**Nonconformity** – Non-fulfillment of a requirement.

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### PROCEDURES AND RESPONSIBILITIES

The procedure for conducting and documenting the environmental management review is outlined below:

#### 1. Establish Management Review Agenda

An EMS Management Review agenda is prepared in advance of the meeting. The Forest EMS Management Representative establishes the meeting agenda for the Management Review and briefs the Forest Leadership Team. Typically, the topics addressed during the meeting include the following:

- Notes from previous management reviews
- Results from most recent EMS Audit and evaluations of compliance with legal and other requirements
- The status of action plan tasks/items and extent to which objectives and targets as established per EMS Guide [4.3.3 – Objectives, Targets, and Programs](#) have been achieved
- The continuing suitability of the EMS in relation to changes in Forest Service operations, and PSICC program requirements and priorities
  - The need to modify or add to:
    - the environmental policy
    - objectives, targets and programs
    - significant environmental aspects (validate environmental aspects)
    - any other parts of the EMS
  - Progress towards implementing preventive and corrective actions
  - Reports of nonconformities
  - Concerns communicated by relevant interested parties (internal suggestions and external communications)
  - Reports of emergencies, or other incidents
  - Changing legal or other requirements related to the environmental aspects
  - Recommendations for improvements that have been received from Forest personnel

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### 2. Conduct the Management Review Meeting

The Forest Supervisor, Forest Leadership Team, and EMS Management Representative meet at least annually by November 15th to evaluate the EMS to ensure that it is suitable, adequate, and effective.

During the EMS Management Review, the following management issues are typically addressed:

- The relevancy of the PSICC environmental policy, objectives, and targets, and identified significant environmental aspects considering PSICC programs and priorities and the Forests' commitment to continual environmental performance improvement.
- Whether additional resources are needed
- If additional actions are required by the FLT to improve the EMS.

### 3. Document the Management Review Meeting

Minutes from the Management Review meeting are taken to document observations, conclusions, and recommendations [Form 4.6.1 Management Review Agenda and Minutes](#). The notes are maintained in accordance with the EMS Guide [4.5.4 – Control of Records](#). If necessary, action items and corrective actions are assigned to the appropriate program area personnel.