

Procedure	11.0 EMSP Management Review
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11.0 EMSP Management Review

1. Purpose

To identify, establish, implement, document and maintain a procedure to detail the process by which Senior Management review the Environmental Management System annually, to ensure continuing suitability and effectiveness.

2. Scope

This procedure is applicable to all aspects of the EMS.

3. Responsibility

- The Sustainability Manager for Waste and EMS is responsible for ensuring the reviews are prepared within the stipulated time periods. Before each management review the Sustainability Manager for Waste and EMS compiles information relating to performance of the EMS and produces an agenda for all attendees. *Form EMSF 3.0.*
- The Head of Sustainability and Bursar & Director of Estates of the University, or their representative, shall conduct support and input into the Management Review. Other members of the implementation Team will be called upon for input as necessary.
- Reviewees will submit their comments on the EMS management review to the Sustainability Manager for Waste and EMS.

4. Review Process

- The Management Review shall encourage suggestions relating to further improvements to the EMS and overall environmental performance.
- All improvements will be incorporated within the following year's programme of improvement (Objectives and Targets, and Implementation Plans)

Changes to the procedure

Version	Reason for Change	Date
2	Change incorrect reference . <i>Form EMSF 4.0. to Form EMSF 3.0</i>	04/04/2014
3	Changed to reflect the review being carried out online by email and document review in place of a formal meeting	30/11/2017