



STANDARD OPERATING PROCEDURE

Title: Management Review

SOP No.:		Department:	EHS
		Effective Date:	
Revision No.:		Revision Date:	
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1.0 OBJECTIVE:

To establish a system for measurement & evaluating the compliance in monitoring the progress in achieving objectives and targets as well as operational requirements.

2.0 SCOPE:

This SOP is applicable for all aspects of EMS.

3.0 RESPONSIBILITY:

Officer / Executive – EHS

4.0 ACCOUNTABILITY:

Head – EHS

5.0 ABBREVIATIONS:

EMS	Environmental Management System
EMR	Environmental Management representative
HOD	Head of Department
ISO	International Organization for Standardization
Ltd	Limited
No.	Number
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 Composition of the Management Review Committee responsible for the Management Review is:

6.1.1 EMR, HOD & Section Incharge.

6.1.2 Representatives from other sections/ departments as needed.

6.2 The Management Review is carried out at least once in six months. The Agenda for meeting is sent by Environmental Management Representatives.

6.3 The agenda for the meeting takes into account the following as applicable:

6.3.1 The status of actions from previous management reviews;

6.3.2 Changes in:

6.3.1.1 External and internal issues that are relevant to the environmental management system.

6.3.1.2 The needs and expectations of interested parties, including compliance obligations.

6.3.1.3 Its significant environmental aspects;



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6.3.1.4 Risks and opportunities;

6.3.3 The extent to which environmental objectives have been achieved.

6.3.4 Information on the organization's environmental performance, including trends in,

6.3.4.1 Nonconformities and corrective actions.

6.3.4.2 Monitoring and measurement results.

6.3.4.3 Fulfillment of its compliance obligations.

6.3.4.4 Audit results;

6.3.5 Adequacy of resources;

6.3.6 Relevant communication(s) from interested parties, including complaints;

6.3.7 Opportunities for continual improvement.

6.3.8 Improvement in Environmental performance through the review of Environmental Management Programmes.

6.4 The outputs of the management review shall include:

6.4.1 conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system;

6.4.2 decisions related to continual improvement opportunities;

6.4.3 decisions related to any need for changes to the environmental management system, including resources.

6.4.4 actions, if needed, when environmental objectives have not been achieved;

6.4.5 opportunities to improve integration of the environmental management system with other business processes, if needed;

6.4.6 Any implications for the strategic direction of the organization.

6.5 Special Management Review Meeting may also be organized for a special agenda like actions arising out of third party certification audit, specific problems encountered in implementing Environmental Management Systems.



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- 6.6** The minutes of the Management Review meeting are prepared by the Environmental Management Representative and after approval from chairman of the meeting are circulated to all members of Management Review Committee.
- 6.7** The records pertaining to the Management Review meeting including the minutes are maintained by the Environmental Management Representative for a specified period.
- 6.8** The action requirements arising out of the meeting are forwarded to the concerned Head of Sections/Departments and monitored by EMR as per the procedure for corrective and preventive actions.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Minutes Of Meeting	

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Environment, Health & Safety
- Master Copy Quality Assurance

9.0 REFERENCES:

ISO 14001:2015 Environmental Management Systems (EMS).

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



PHARMA DEVILS
ENVIRONMENT HEALTH SAFETY DEPARTMENT

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**ANNEXURE – I
MINUTES OF MEETING**

DATE:

AGENDA:

Persons Present:

Review on compliance of previous EMS point

S.No.	Point of discussion	Action required	Responsibility	Target Date	Status as on

Minutes of today's Management Review Meeting

S.No.	Point of discussion	Action required	Responsibility	Target Date	Status as on

Prepared by: