

 City of Dallas	Document Number:	COD-EMS-PRO-014	Revision Number:	5
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Changes to bring procedure up to date with ISO 14001:2015 standard		
Document Title:	Management Review ISO 14001:2015 9.3			

1. **PURPOSE:** The purpose of this procedure is to document and develop a primary agenda of issues to be included in the Senior Top Management Review meeting for evaluating the status of the City of Dallas Environmental Management System (EMS).
2. **SCOPE:** This procedure applies to all City employees when engaged in City related work activities conducted within the EMS fence line.
3. **ENVIRONMENTAL:** Utilization of Environmental Management Systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.
4. **DEFINITIONS:**
 - 4.1. **Departmental Management:** Department Directors and staff directed by the Department Director to be part of Departmental Management Review.
 - 4.2. **Electronic presentation:** A presentation consisting of digital media which may be projected onto a screen or monitor.
 - 4.3. **Environmental Management Representative (EMR):** The designated individual from each City Department with the authority and resources to implement the EMS.
 - 4.4. **Environmental Management System (EMS):** The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy.
 - 4.5. **City Wide EMS Core Team:** The Environmental Representatives designated by City Departments to develop and implement the EMS, chaired by OEQ.
 - 4.6. **Management Review:** A periodic review of the City's EMS which includes inputs and outputs contained in this procedure.
 - 4.7. **Top Management:** The City Manager (or designee), Assistant City Managers, and executive staff, or combination thereof, who provide resources and coordinate, direct, or control departments falling within the EMS. Pursuant to Dallas City Charter Ch. VI, Sec. 2(14), the City Manager may designate any of the Assistant City Managers to perform any of the powers and duties imposed on the City Manager.
5. **RESPONSIBILITY & AUTHORITY:**
 - 5.1. Top Management is responsible for providing feedback to the Office of Environmental Quality (OEQ) and Citywide EMS Core Team on the suitability, adequacy, and effectiveness of the EMS.
 - 5.2. Departmental Management is responsible for attending the Departmental Management Review and reviewing/providing EMS information to OEQ for presentation during the Top Management Review.
 - 5.3. The Office of Environmental Quality is responsible for the following:
 - 5.3.1. Providing Top Management with EMS data and updates annually.

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5.3.2. Providing Top Management with an annual review of data pertaining to the suitability, adequacy, and effectiveness of the EMS.

5.3.3. Ensuring that all necessary data and other information is collected prior to Top Management Review.

5.3.4. Ensuring that Top Management Reviews are documented, and that documentation is retained and readily accessible for review and audit.

5.3.5. Developing an agenda or working with representatives from other Management Systems groups to develop a combined agenda for use during Top Management Review.

5.4. Environmental Management Representatives (EMRs) are responsible for providing data on objectives and targets, training, and other EMS information to be included in the Top Management Review at OEQ request. EMRs shall be responsible for gathering data for Departmental Management Reviews.

6. PROCEDURE:

6.1. Top Management Review

6.1.1. An electronic presentation shall be created and retained as part of Management Review records. The electronic presentation shall provide a summary of the key items discussed at the Management Review including inputs and outputs required by this procedure.

6.1.2. Prior to presentation, OEQ should review the presentation against the criteria in ISO 14001:2015 section 9.3, "Management Review". This review shall be conducted by staff not involved in writing the EMS portion of the Management Review. This review does not need to be documented.

6.1.3. OEQ may document Top Management Review on [COD-FRM-001](#) "City of Dallas – Management Review Meeting Minutes" form. Documentation shall be retained on the City's ISO data management system as evidence of Management Review and shall be distributed to attendees and any individuals assigned action items.

6.1.4. Attendance shall be documented using COD-FRM-012 "Training/Meeting Sign-In Sheet". The completed COD-FRM-012 shall be retained on the City's ISO data management system.

6.1.5. Top Management Review Inputs: OEQ shall document its preparation and analysis of inputs to Top Management Review with an agenda and retention of records, reports etc. used to develop the inputs. The Management Review shall contain at a minimum the following inputs:

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- 6.1.5.1. The status of actions from previous Management Reviews.
- 6.1.5.2. Changes in: external and internal issues relevant to the EMS; needs and expectations of interested parties, including compliance obligations; significant aspects; risks and opportunities.
- 6.1.5.3. The extent to which environmental objectives have been achieved.
- 6.1.5.4. Information on environmental performance including trends in: nonconformities and corrective actions; monitoring and measurement results; fulfillment of compliance obligations.
- 6.1.5.5. Adequacy of resources.
- 6.1.5.6. Relevant communications from interested parties including complaints.
- 6.1.5.7. Opportunities for improvement.
- 6.1.5.8. Status of the OEQ EMS training program.
- 6.1.6. Top Management Review Outputs: OEQ may document and retain outputs of Top Management Review on [COD-FRM-001](#) “City of Dallas – Management Review Meeting Minutes” form. Conclusions, decisions, and actions resulting from Top Management Review, including the following outputs, will be documented in the minutes:
 - 6.1.6.1. Conclusions on the continuing suitability, adequacy, and effectiveness of the EMS.
 - 6.1.6.2. Decisions related to continual improvement opportunities.
 - 6.1.6.3. Decisions related to any changes to the City’s environmental policy if needed.
 - 6.1.6.4. Actions, if needed, when environmental objectives have not been achieved.
 - 6.1.6.5. Opportunities to improve integration of the EMS with other business processes, if needed.
 - 6.1.6.6. Any implications for the strategic directions of the City.
- 6.1.7. Action items generated during Top Management Review shall include designation of Department, Division, or personnel assigned to complete the action and documented in the City’s ISO data management system.

6.2. Departmental Management Review

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6.2.1. Departments within the EMS shall perform internal Departmental Management Reviews at planned intervals but no less than annually. Management Review may be integrated with reviews for other Management System standards. The Departmental EMR should assist in developing the required inputs to the Management Review. Departments may request OEQ’s assistance in facilitating the EMS portion of a Departmental Management Review.

6.2.1.1. Departments shall document and retain inputs and outputs of Management Reviews. Departments may use [COD-FRM-001](#) “City of Dallas – Management Review Meeting Minutes” form for this documentation.

6.2.1.2. At a minimum, the EMS portion of the Management Review shall include the inputs listed in sections 6.1.5.1 through 6.1.5.7.

6.2.1.3. At a minimum, the EMS portion of the Management Review shall include the outputs listed in sections 6.1.6.1 through 6.1.6.5.

6.2.1.4. Copies of presentations, electronic or otherwise, and an agenda shall be retained by the Department on the City’s ISO data management system as evidence of compliance with this procedure.

6.2.1.5. Copies of COD-FRM-012 City of Dallas Training/Sign-In Sheet shall be utilized and retained on the City’s ISO data management system to show attendance of staff present at the Management Review.

7. REFERENCES:

7.1. ISO 14001:2015 Standard

7.2. AD 2-49

7.3. 7.3 Place holder for naming conventions guidance

8. RECORDS:

8.1. COD-FRM-001

8.2. COD-FRM-012