




Sterling Chemical Malta Ltd

PROCEDURE: MANAGEMENT REVIEW

REVISION HISTORY

Revision Date	Revision Number	Sctions affected	Change Description
21.02.2014	00		First issue

Procedure Number: MPA_4.6	Edited by: RDOC	Revision by RSGA	Approved: Top Management
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1. PURPOSE

To ensure the effectiveness of the environmental management system and its continual improvement, Sterling's top management periodically reviews the important elements and outcomes of the environmental management system.

2. SCOPE

The scope of the review should be comprehensive, though not all elements of your EMS need to be reviewed at once. Also, the review process may take place over a period of time. Review of the policy, objectives, and procedures should be carried out by the level of management that defines them. Some of the things that should be included in the management review follow:

1. results from assessments
2. the extent to which objectives and targets have been met
3. the continuing suitability of the EMS in relation to changing conditions and information, and
4. concerns among relevant interested parties.

3. REFERENCE DOCUMENTS

Section 4.6, HSE Manual
MPA_4.4.5 Control of Documents
MPA_4.5.4 Control of Records

4. DEFINITIONS

RSGA	– Environmental Management Representative
HSE Committee	– Environmental Management System Committee
RDOC	– Responsible of Documents and Communications
EMS	– Environmental Management System


5. RESPONSIBILITY

5.1 *Environmental Management Representative*

RSGA draw up the report of investigation to assess the results achieved during the year

5.2 *Top Management*

Leads the meeting and approve the decisions of it

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6. PROCEDURE

6.1 The RSGA and top management shall conduct a review of the environmental management system at least once each year.

6.2 In preparation for the management review, the environmental management system management representative (RSGA) gathers the following information and makes it available to top plant management, including the owner, company President, and the plant manager:

- Environmental policy
- List of the Cross Functional Team (CFT) members and others responsible for major parts of the EMS
- List of significant environmental aspects and criteria of significance
- Update on compliance status of the plant and on any potential upcoming regulations that might require an advance strategy
- List of environmental objectives and targets
- Environmental performance results (from monitoring and measuring Significant Environmental Aspect indicators and indicators of progress toward environmental objectives and targets)
- Bullet-point descriptions of other accomplishments of the Environmental Management System (e.g., number of people trained)
- Results of most recent Environmental Management System, internal assessment, compliance assessment and corrective actions taken
- Description and documentation of feedback from stakeholders (if received)
- Analysis of the costs and benefits of the Environmental Management System (as quantitative as possible)


6.3 RSGA can use the form MMA_4.6-B to help guide his facility in establishing and maintaining an EMS Management Review element

6.4 The Facility Manager and top management shall review and confirm their approval and the continual suitability, adequacy and effectiveness of the environmental policy, environmental objectives and targets, environmental management programs, and other elements of the system as well as confirm that regulatory compliance requirements are met.

6.5 Top plant management meets to review and discuss the information presented. The RSGA will also be present. Depending on its review, top management may direct specific and/or significant changes in the scale and direction of the EMS in order to improve its effectiveness and business value. The conclusions and directives that result from the management review are recorded on Form MMA_4.6 and kept by the EMS Coordinator

6.6 The RSGA, or designee, will publish and maintain meeting minutes identifying issue discussed and corrective and preventive actions to be taken. Required actions will be assigned to the responsibility of process, area, and

6.7 functional management


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7. RECORDS

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Results of management reviews are recorded using Form appropriately. Records are kept by the EMS Coordinator (MMA_4.6-A)	<i>RDOC</i>	3 years
Check list for Review (MMA_4.6-B)	<i>RDOC</i>	3 years

Appendix 1: Results of Management Review (MMA_4.6-A)


Appendix 2: Check list for Review Management (MMA_4.6-B)

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Signed

Environmental Management Representative Top Management

EMS Management Review Record			
	Date of review meeting		
	Persons present at meeting		
	Name	Signature	Position
1			
2			
3			
4			
5			
	Conclusions		
	Actions to be taken		Person(s) responsible
1			
2			
3			
4			
5			
6			

 Sterling Chemical Malta Ltd	FORM	Form Number: MMA_4.6-b
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Check list	
Questions	Response
Do we have an existing process for conducting management reviews?	
If yes, does that process need to be revised? In what way?	
Who needs to be involved in this process within our organization?	
When is the best time for us to implement this process? Can this effort be linked to an existing organizational process (such as our budget, annual planning, or auditing cycles?)	
How frequently are management reviews? What is the basis for this frequency?	
Should we conduct reviews more or less frequently?	
Who is responsible for gathering the information needed to conduct management reviews? Who is responsible for presenting this information?	
How do we ensure that changing circumstances (both internal and external to the organization) are considered in this process?	
How do we ensure that the recommendations of management reviews are tracked and acted upon ?	
<i>Our next step on management review is to</i> ...	