



Albemarle County Public Schools

Subject:
EMS Management Review

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1.0 PURPOSE

The purpose of this procedure is to outline the requirements for conducting periodic Management Reviews in support of Albemarle County Public Schools' Environmental Management System (EMS). The main purpose for a periodic Management Review is to ensure the continuing adequacy, effectiveness, appropriate scope and improvement of the EMS.

2.0 SCOPE

This procedure applies to all Management Review participants and Management Review activities conducted as part of Albemarle County Public Schools' EMS.

3.0 DEFINITIONS

Management – Individuals on the Albemarle County Public Schools' EMS Steering Committee

Management Review – The process of conducting an evaluation of the EMS and developing any necessary changes to the EMS to continuously improve its effectiveness.

4.0 RESPONSIBILITY

- 4.1 The EMS Steering Committee will:
- Participate in periodic EMS Management Review meetings
- 4.2 The Environmental Compliance Manager will:
- Lead and coordinate Management Review Meetings, including the presentation of new issues and summary of progress made since the previous Management Review meeting
 - Distribute Management Review Meeting agendas, action items, and minutes

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5.0 PROCEDURES

5.1 A minimum of one (1) Management Review Meeting will be held annually. This meeting will include the Environmental Compliance Manager and EMS Steering Committee members.

5.2 The content of Management Review Meetings will include, at a minimum:

- Potential inclusion of new Activities, Aspects/Impacts, and development of new Objectives and Targets
- Progress towards current Objectives, Targets, and related Action Plans
- Progress related to environmental training and standard operating procedure (SOP) development
- The possible need for changes to EMS-related procedures and the Environmental Management Policy and Administrative Procedure