



Management Review Process	
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Purpose

CCD top management regularly reviews all elements of the EMS to ensure its continuing suitability and effectiveness. The purpose of this document is to describe the process for review and to assign the responsibilities to ensure its effectiveness.

Responsibility

CCD top management, with support from the Department of Environmental Health, has the responsibility to assess the effectiveness of the EMS and to address:

- Suitability of the environmental policy;
- The need for changes to the EMS in the light of changing circumstances and the commitment to strive for continual improvement;
- The possible need for realignment of resources to address deviation of environmental performance from stated targets; and
- Any non-conformance or non-compliance items identified via the internal audit program.

Procedure

1. The Department of Environmental Health (EH) and Greenprint Denver will annually conduct a City-wide “Previous Year Review” Management Review in a January/February Cabinet Meeting. Top management will attend, including the Mayor, the Cabinet, and Michele Weingarden of Greenprint. Refer to CCD-204 Annual Planning Process for full planning calendar.
2. Input to management reviews shall include:
 - a. results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the organization subscribes,
 - b. communication(s) from external interested parties, including complaints,

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- c. the environmental performance of the organization,
 - d. the extent to which objectives and targets have been met,
 - e. status of corrective and preventive actions,
 - f. follow-up actions from previous management reviews,
 - g. changing circumstances, including developments in legal and other requirements related to its environmental aspects, and
 - h. recommendations for improvement.
3. The following staff and groups will be responsible for developing the appropriate input to the Management Review:
 - a. Results of audits and evaluation of compliance – Dept. of Environmental Health, including the EMS Program Manager, Compliance Supervisor and Inspectors,
 - b. External communications -- Greenprint staff, based on most common topics sent to Mayor’s Office by the public,
 - c. Environmental performance – Dept. of Environmental Health staff,
 - d. Achievement of objectives and targets – departments will report progress,
 - e. Corrective action status – EMS Program Manager,
 - f. Follow-up actions from previous management reviews – EMS Program Manager,
 - g. Changing circumstances – Dept. of Environmental Health staff, including the EMS Program Manager, and Department representatives,
 - h. Recommendation for improvement -- Dept. of Environmental Health staff, including the EMS Program Manager, and Department representatives.
4. Records of the management reviews shall be retained in the Sharepoint system in section 501 Management Review.

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