

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR
MANAGEMENT REVIEWS**

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1. APPROVAL

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2. PURPOSE

The purpose of this procedure is to define the **Insert Your Company** process for undertaking management reviews to assess the effectiveness of the HSEQ management system and its compliance to:

- AS/NZS ISO 9001, Quality Management Systems – Requirements.
- AS/NZS ISO 14001, Environmental Management Systems - Requirements with Guidance for Use.
- AS/NZS ISO 45001, Occupational Health and Safety Management Systems - Requirements with Guidance for Use.

3. SCOPE

This procedure applies to the methods of reviewing the management system to ensure that it is up to date, controlled and effective. The methods and processes enable the HSEQ management system's continuing improvements, efficiency and effectiveness in satisfying the requirements of:

- AS/NZS ISO 9001, Quality Management Systems – Requirements.
- AS/NZS ISO 14001, Environmental Management Systems - Requirements with Guidance for Use.
- AS/NZS ISO 45001, Occupational Health and Safety Management Systems - Requirements with Guidance for Use.
- **Insert Your Company** 'strategic objectives and direction' management review is carried out **at least a year** at a minimum.

4. TERMS AND DEFINITIONS

Term	Definition
Continual Improvement	Recurring activity to enhance performance.
Corrective Action	Action to eliminate and control the cause of an identified non-conformance to the HSEQ management system.
Non-Conformance Report	A report that documents the details of a non-conformance identified in an audit or other process review.
Objective	The result to be achieved. Objectives must be SMART – Specific, Measurable, Achievable, Realistic and Timely.
Record	Document(s) stating results achieved or providing evidence of activities performed.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: