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0 **SHOWING CONFORMANCE**

0.1 **Options**

0.1.1 There are three options to demonstrate conformance when applying this system procedure:

    a. Follow the defined system procedure using the recommended guidance and tools, including allowed variations and options.

    b. Use an equivalent process and tool set generated elsewhere and document evidence of procedural equivalence.

    c. Use an equivalent bespoke process and tool set for the project and document evidence of procedural equivalence.

1 **INTRODUCTION**

1.1.1 It is important that the SMS and EMS are periodically reviewed by senior management within the IPT, to ensure their continuing suitability, adequacy and effectiveness.

1.1.2 The principle of continuous improvement is equally applicable to the performance of the IPT's SMS and EMS as it is to the safety or environmental performance of equipment projects.

1.1.3 Although other reviews take place in the management systems (as shown below) these are detailed reviews, whilst management reviews examine the "bigger picture".

- Monitoring and Measurement (AAP02)

- Continuous Review (EMP08)

2 **PROCEDURE OBJECTIVES**

2.1.1 To ensure the continuing suitability, adequacy and effectiveness of the SMS and EMS, through periodic reviews by senior management within the IPT.

2.1.2 To identify the need to make modifications or improvements to the management system.

2.1.3 To record the findings of management reviews.

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3   **RESPONSIBILITIES**

3.1   **Accountability**

3.1.1   The IPTL is accountable for the completion of this procedure.

3.2   **Procedure Management**

3.2.1   IPTLs may delegate the management of this procedure to the IPT Safety and Environmental Focal Point(s).

3.3   **Procedure Completion**

3.3.1   The procedure will be completed by the IPTL, and other selected senior management within the IPT and the Safety and Environmental Focal Point(s).

3.3.2   Where a contractor has a significant role in operating the SMS or EMS, relevant senior management from the contractor would also be involved in the completion of this procedure.

4   **WHEN**

4.1.1   This procedure applies as soon as the EMS and SMS is first implemented. The procedure will continue to apply until the end of the project(s) to which the SMS and EMS apply. As a minimum, an IPT will be expected to complete a management review before Initial Gate, Main Gate, the In-service Date and any Out of Service Date.

5   **REQUIRED INPUTS**

   a.   EMS documents and records (Outputs of EMP01-EMP08).

   b.   SMS documents and records (Outputs of SMP01 – SMP13).

   c.   Results of internal and external SMS and EMS audits (AAP01).

   d.   Internal and external communications regarding the IPT's SMS and EMS including suggestions for improvement (SSP01).

   e.   Internal and external communications regarding the equipment's safety and environmental performance, including complaints (SSP01).

   f.   Any non-conformance and corrective action reports raised **(Form AAP04/F/01).**

   g.   Record of Monitoring Reviews **(Form AAP02/F/02)**

   h.   Previous management review meeting minutes **(Form AAP03/F/01)**

6   **REQUIRED OUTPUTS**

    a.   Completed **Form AAP03/F/01** – Record of Management Review.

OR

Equivalent actions and documentation that ASEG is satisfied achieve the same objectives.

7   **DESCRIPTION**

7.1   **Introduction**

7.1.1   It is not uncommon for Management Reviews to become lengthy and laboured, often due to the large amount of information being reviewed. It is very important therefore, that it is kept in mind that this is a **top-level** review, which should avoid going into fine detail, as detailed reviews take place in AAP02 – Monitoring and Measurement and EMP08 – Continuous Review.

7.2   **Step 1: Assemble Management Review Team**

7.2.1   The members of the Management Review Team should include, as a minimum, the IPTL and the Safety and Environmental Focal Point(s). Other senior management within the IPT can also be appointed to sit on the management review team and where considered appropriate, selected members of the Safety and/or Environmental Committee. Where appropriate parties sit on the Safety and/or Environment Committee, the Management Review may be completed by the Committee.

7.2.2   Where a contractor has a significant role in operating the SMS or EMS relevant senior management from the contractor would also sit on the Management Review Team.

7.3   **Step 2: Agree Frequency of Management Review**

7.3.1   The frequency of management reviews will depend on the IPT or project concerned. For most IPTs an annual review period should be appropriate, and as a minimum reviews should take place every three years. The IPT will also be required to undertake a management review before Initial Gate, Main Gate, In-service Date and Out of Service Date, as a minimum.

7.3.2   The frequency of reviews should reflect the complexity of the project, the project timescales and the degree of progress made with the SMS and EMS.

7.3.3   For very large SMSs and EMSs it may be beneficial for the IPT to review different elements of the management system throughout the year, rather than cover all elements in one meeting.

7.4   **Step 3: Gather Documents and Evidence for the Review**

7.4.1   Once the scope and frequency of the review has been established, the documents and evidence to be considered by the Management Review Team should be compiled. This may include:

a. EMS documents and records (Outputs of EMP01-EMP08).

b. SMS documents and records (Outputs of SMP01 – SMP13).

c. Results of internal and external SMS and EMS audits.

d. Internal and external communications regarding the IPT's SMS and EMS, including suggestions for improvement.

e. Internal and external communications regarding the equipment's safety and environmental performance including complaints.

f. Any non-conformance and corrective action reports raised **(Form AAP04/F/01).**

g. Monitoring and measurement results/meeting minutes (AAP02)

h. Previous management review meeting minutes **(Form AAP03/F/01)**

7.4.2 It is likely that the Safety and Environmental Focal Point, with assistance from other parties as required, will be the most appropriate person to review the above and prepare the material to be presented and discussed in the management review.

7.4.3 The Safety and Environmental Focal Point should ensure that the Management Review Team is provided with the necessary information to allow it to assess the continuing suitability, adequacy and effectiveness of the SMS and EMS.

7.5 **Step 4: Perform and Record the Review**

7.5.1 During the meeting the Management Review Team should consider and verify that:

- Actions identified in the last management review have been completed;

- Comprehensive and effective audits are being carried out;

- Actions to address non-conformances and observations are adequate and are being implemented on schedule;

- The IPT/Project Safety and Environmental policy is still appropriate, (where one exists),

- The SMS and EMS comply with POSMS and POEMS;

- The IPT complies with MOD Safety and Environmental Policy;

- The IPT complies with functional Safety and Environmental Policy defined in relevant JSPs.

- Objectives and targets are still effective and on schedule;

- SMS and EMS documents and records are adequate and complete;

- The project is complying with relevant safety and environmental legal and non-legal standards;

- Overall safety and environmental performance is acceptable;

- Stakeholder expectations are being met; and

- Sufficient resources are available for the effective operation of the SMS and EMS.

7.5.2   Other issues to discuss include pending changes to the IPT or project, and pending changes to safety and environmental legal and non-legal standards.

7.5.3   Where the need for modifying or improving the SMS or EMS has been identified, responsibilities and deadlines should be assigned against these.

7.5.4   The Safety and Environmental Focal Point should ensure that records of the management reviews are taken. **Form AAP03/F/01 -** Management Review Form.

8   RECORDS AND PROJECT DOCUMENTATION

8.1.1   Where relevant, the outputs from this procedure can feed into any element of the SMS and EMS, depending on where modifications, or improvements where identified as being required.

8.1.2   A copy of the information produced from following this procedure should be stored in the Project Safety and Environmental Cases as appropriate.

9   RECOMMENDED TOOLS AND FORMS

a.   **Form AAP03/F/01** – Record of Management Review.

10   GUIDANCE

10.1   General

10.1.1   It is possible to combine the management review and monitoring and measurement meetings, for example, when the project is particularly small, as long as all the elements required in both procedures are covered and the IPTL is present at the meetings.

10.1.2   It is also possible for the management review to cover more than one EMS or SMS. For example, if an IPT has implemented management systems within each project it supports, there may be a central review regime. This will be particularly useful where the projects are very small or similar.

10.1.3   Where the EMS and SMS are separate systems, the IPT may examine both within the same management review, if this will be of benefit to the IPT and would not reduce the quality of the review.

10.1.4   JSP418 Chapter 11 includes some guidance on Management Review. The ISO14000 series is also useful, particularly ISO14001 and ISO 14004, and OHSAS 18001.

10.2   Aligning safety and environment

10.2.1   The key alignment opportunity in this procedure is to undertake a review of both the

SMS and EMS at the same time.

10.3   **Warnings and Potential Project Risks**

10.3.1   If the SMS or EMS ceases to be adequate and effective, the IPT risks increased safety and environmental liabilities arising from its project(s). This is clearly unacceptable under MOD policy and may lead to reputation damage, project delays or legal penalties.

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Form AAP03/F/01 – Management Review Form			
Project(s) Title			
IPT:			
Completed by:		**Date:**	
Reviewed by:		**Date:**	
Date of meeting:			
Location of meeting:			
Attendees:			
Minutes:			
Actions to be taken			
What	**Who**	**To be completed by**	
Closure			
Completed by:			
Date:			

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