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Document Name:	Procedure for EMS Management Review		
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1 BACKGROUND

The USAG Hohenfels and JMRC are committed to reviewing and continually improving its Environmental Management System (EMS), with the objective of improving the overall environmental performance at Hohenfels. The management review process provides the opportunity to assess and ensure that the EMS remains suitable for the installation, its mission, and its objectives, and that the EMS is operating effectively. This management review also utilizes the results of the EMS audits to ensure that the USAG Hohenfels and JMRC EMS conforms to the ISO 14001 standard.

The EMSR and CFT will initiate an annual management review by scheduling a meeting with the USAGH Commander and representatives from Hohenfels Directorates and Tenants. The management review may be included with a general staff meeting but will more likely be conducted immediately following such a meeting. The first management review is scheduled to occur in December 2005 and on at least an annual basis thereafter.

2 PURPOSE

The purpose of this procedure is to schedule and conduct management reviews of the USAG Hohenfels and JMRC's EMS. Implementation of this procedure will ensure that the EMS is periodically reviewed in order to assess the overall system performance including:

- General information about the EMS and current environmental issues to top management (continuing awareness);
- Suitability to the USAG Hohenfels and JMRC's mission, vision and culture;
- Adequacy in fulfilling policy and requirements of ISO 14001;
- Effectiveness in managing and improving environmental performance.
- Discuss the relevancy of the installation's environmental policy, objectives, and targets in light of changing situations;
- Discuss EMS audit results and related plans and resources required to improve the EMS; and



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- Review progress toward objectives and targets, approving new or revised objectives and targets.

3 APPLICABILITY

This procedure applies to the top management and leadership personnel within the footprint of the USAG Hohenfels and JMRC especially the Garrison Commander, the Environmental Quality Control Committee (EQCC), the EMS Implementation Cross-Functional Team (CFT), Division Chiefs, Environmental Program Managers, and the EMS Management Representative (EMSR).

4 DEFINITIONS

A comprehensive list of terms and definitions used in and related to the EMS Hohenfels provides the Glossary of EMS Terms and Definitions (EMS410_002_Glossary.doc), which is included in the EMS Manual.

Corrective action – Action taken to eliminate the cause(s) of a detected nonconformity. (See preventive action)

EMS Audit (internal Audit) – Is a systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled. In order to include EMS auditing into external and internal auditing, the Army has established a new auditing program called EPAS (Environmental Performance Assessment System). *NOTE: In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited.*

EMS Coordinator – An individual, appointed by the Commander or EMS Management Representative (EMSR), who assists the EMSR in handling day-to-day operations (Examples: EMS Training Coordinator, EMS Document Control Coordinator).

EMS Implementation Cross-Functional Team (CFT) - A team appointed by the Environmental Quality Control Committee (EQCC), and led by the EMS Management Representative (EMSR) to review processes, activities and services and update the prioritized list of environmental aspects and impacts. The CFT includes representatives from the directorates, tenants, and/or activities whose operations are representative of the entire facility or whose normal operations are likely to affect the environment.

EMS Management Representative (EMSR) — An individual appointed by the Commander to be responsible for managing and overseeing the EMS implementation effort.

Environmental Management System (EMS) – A management system standard defined by the International Organization for Standardization (ISO) in the ISO 14001 standard as follows: Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects.

NOTE 1: A management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives.



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NOTE 2: A management system includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources.

Environmental Management Program Manager (EMP Manager) – An individual appointed by the EMSR to manage a specific environmental management program (EMP).

Environmental Quality Control Committee (EQCC) – is chaired by the Garrison Commander. The EQCC acts as the board of Directors representing the Top Management for the USAGH-JMRC EMS. The EQCC is required by the Army Regulation (AR) 200-1 and should meet on a quarterly basis.

Management Review – periodical review of the USAG Hohenfels JMRC EMS performed by the Top management to ensure its continuing suitability, adequacy and effectiveness. Management reviews shall include assessing opportunities for improvement and the need for changes to the EMS, including the environmental policy and environmental objectives and environmental targets. Records of the management reviews shall be retained. The management review should cover the scope of the EMS, although not all elements of the EMS need to be reviewed at once and the review process may take place over a period of time.

Nonconformity – non-fulfillment of a requirement (ISO 9000:2000, 3.6.2). A requirement may be stated in relation to the management system or in terms of environmental performance. Situations may occur where part of the system may not function as intended or environmental performance requirements are not met.

Preventive action – action to eliminate the cause of a potential nonconformity. (See corrective action)

5 SUPPORTING DOCUMENTS

Document ID	Title
EMS420_000_Policy.doc	United States Army Garrison Hohenfels (USAGH) and Joint Multinational Readiness Center (JMRC) Hohenfels Joint Environmental Policy, September 2005
EMS410_001_ImplemPlan.doc	EMS Implementation Plan, US Army Garrison Hohenfels (USAGH) and Joint Multinational Readiness Center (JMRC) Hohenfels, Germany, Oct 2005
EMS431_000_Aspects.doc	Environmental Aspect Identification Procedure
EMS433_000_ObjTarEmp.doc	Procedure for setting up Environmental Objectives and Targets, and establishing Environmental Management Programs (EMP)
EMS453_000_NonConformity.doc	Procedure for Nonconformity, Corrective Action, and Preventive Action
EMS400_000_TOC.doc	EMS Manual Table of Contents (TOC)



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6 PROCESS

Responsible	No.	Action
Commander	1	Chair the EMS management review meetings.
	2	Review and approve the minutes of management review meetings.
EMSR	1	Schedule and coordinate periodic (at least annual) EMS management reviews. The following leadership personnel should attend: <ul style="list-style-type: none"> • Commander (Chair); • EQCC members; • EMS Coordinator(s); • Supervisors dealing with significant aspects; and • EMSR;
	2	Develop and coordinate the management review meeting agendas. The agenda for the management reviews will include items relevant to the operation of the EMS and its suitability, adequacy and effectiveness. Agenda topics may include, but are not limited to the following: <ul style="list-style-type: none"> • Changes to policy or procedures, • Status of attainment of environmental objectives and targets; • Results from EMS monitoring and measurement activity; • Changes in legal or other requirements, or in the USAG Hohenfels and JMRC processes that affect procedures, documentation, or other specific elements of the EMS; • Status of preventive and corrective action implementation; • EMS audit results and trends; • Status of completion of action items from previous management reviews.
	3	Record and coordinate follow-up on items for action resulting from management reviews. If preventive and corrective action is required, the action will be coordinated and implemented per Procedure for Nonconformity, Corrective Action, and Preventive Action. Action could also include a modification of the Environmental Policy.
	4	Prepare minutes of management review meetings and submit to the Commander.
EQCC members, Division Chiefs and other Supervisors	1	Provide input to the EMSR as appropriate for management review meetings.
	2	Participate in the periodic EMS management reviews.
		<i>End of Activity</i>



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7 DOCUMENT REVISION SUMMARY

Revision Number	Date of Revision	Revision Summary
1.0	28 Nov 07	- Updated filename/document ID, - updated supporting documents table; - updated hyperlinks
2.0	18 Feb 09	No changes
3.0	25 Aug 09	List of supporting documents has been changed