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## 0 CHANGE CONTROL

Edition	Date	Description of the modification
00		Initial edition
01	August 2012	Complete the information regarding the minimum content of the Management review report. Update codification.
02	January 2015	Focus and optimize the process of Management Review

## 1 OBJECTIVE AND SCOPE

The purpose of this document is to define the process of the Management Review.

This procedure shall apply to all facilities and activities within the EMS scope, set out in the file *Facilities in the EMS scope*.

## 2 REFERENCES

- ISO 14001:2004 standard.
- EMS Manual.

## 3 DEFINITIONS

- **Environmental Performance:** Measurable results of the management performed by an organization of its environmental aspects.
- **Management Review:** EMS formal review, conducted by Management, of the state of the EMS and its suitability to that established in the Environmental Policy, and the new objectives resulting from the evolution of changing circumstances.
- **Minutes:** a summary or record of what is said or decided at a formal meeting.
- **Review:** Activity undertaken to ensure suitability, adequacy and effectiveness of the subject under review, to achieve set objectives.

## 4 ABBREVIATIONS

- **EDPR EU:** EDP Renewables Europe.
- **EMS:** Environmental Management System.
- **EMS Manager:** EMS Manager in each country.
- **EMS Management Representative:** EMS Management Representative in each country.

## 5 PROCEDURE

The EDPR EU EMS Management Representative reviews the EDPR EU EMS at least once every twelve months based on the inputs from the Management Reviews in each country.

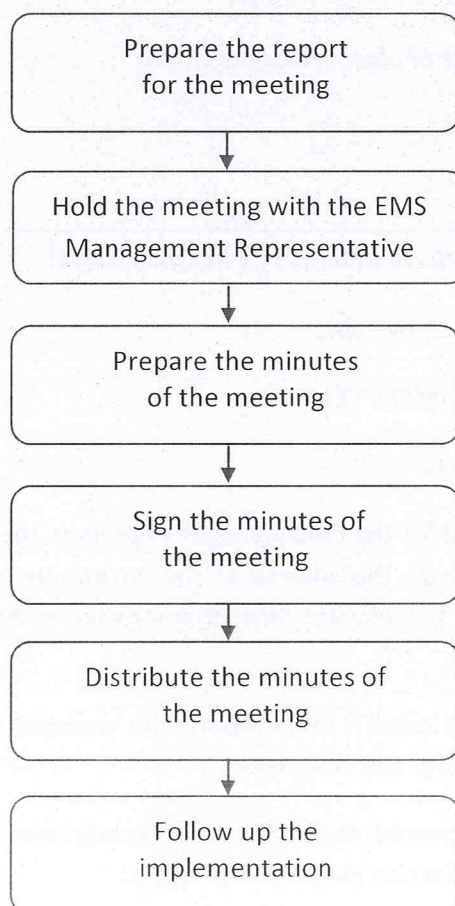
The aim of this Management Review is to ensure the EMS suitability and efficiency:

- to reach the environmental objectives of the company.
- to meet the requirements of the reference standards.
- to advance according to the guidelines set by the Environmental Policy approved by the Executive Committee.

At least, a Management Review is performed in each country during the first quarter of the year. The aim is to review the EMS performance of the previous year.

The EMS Management Representatives may decide to carry out further reviews when advisable due to changes in the organization, processes, resources, or changes in the policies and objectives of the company.

The flowchart shows the Management Review process:





## 5.1 Report for the meeting

In order to support the Management Review, the EMS Manager shall prepare in advance a report for the meeting.

The report shall follow this index which is based on the *inputs to management reviews* required by the standard ISO 14001:2004:

1. INTRODUCTION
2. AUDIT RESULTS
3. COMPLIANCE WITH APPLICABLE REQUIREMENTS
  - 3.1. Compliance assessment
  - 3.2. Non-conformities, Corrective and Preventive actions
4. COMMUNICATIONS OF STAKEHOLDERS
5. ENVIRONMENTAL PERFORMANCE
  - 5.1. Environmental Performance
  - 5.2. Monitoring and degree of objective achievement
  - 5.3. Resources management
  - 5.4. Training
6. FOLLOW-UP ACTIONS OF PRIOR REVIEWS BY MANAGEMENT
7. CHANGES THAT CAN AFFECT THE EMS
8. RECOMMENDATIONS FOR IMPROVEMENT
9. CONCLUSIONS AND ACTIONS

This report is intended to be a tool for the EMS manager to prepare the meeting with the EMS Management Representative through the analysis of the environmental performance of the previous year, the identification of the relevant issues that took place, the definition of potential areas of improvement, etc.

It shall not include data that can be found in other reports (for example, audit findings or the list of NCs) nor exhaustive descriptions of the processes.

In spite of the number of topics covered, the report must be brief and concise. It shall include the conclusions and proposals and action plans for the future.

## 5.2 Minutes of the meeting

After the meeting with the EMS Management Representative, the EMS manager shall prepare the minutes of the meeting using the template TMP-EU/EMS-GEN-00017 *Minutes of management review*.

The minutes of the meeting with the EMS Management Representative is the record of the Management Review according to the standard ISO 14001:2004.

The minutes of the meeting shall include:

- Subject, attendees and date of the meeting
- Topics discussed (using bullets, no longer than one-two pages)
- Summary of conclusions and actions specifying deadline and person(s) in charge

The minutes shall be prepared by the EMS Manager and signed for approval by the EMS Management Representative.

The report prepared for the meeting by the EMS manager (see section 5.1) shall be included only as an annex of the minutes.

Once signed, the EMS manager shall distribute the minutes of the meeting among the people involved, keeping the evidences.

Once Management Reviews have been performed in each country, the EMS Managers shall submit the minutes of the Management Review to the EDPR EU EMS Manager who shall perform a global Management Review with the EDPR EU EMS Management Representative. An identical process shall be followed as regards to documentation, distribution and recording of the said Management Review.

## 6 RESPONSIBILITIES

### EMS Manager:

- Prepare the Management Review meeting including the support documentation (report for the meeting).
- Participate in the Management Review and propose decisions and action plans.
- Prepare the minutes of the meeting.
- Distribute and file the minutes of the meeting.
- Follow up the implementation of the action plan defined.

### Country EMS Management Representative:

- Participate in the Management Review and take decisions/establish actions for the future.

- Approve the minutes of the meeting.
- Follow up the implementation of the action plan defined.

**EDPR EU EMS Manager:**

- Analyze the minutes of the Management Reviews of the different countries.
- Prepare the EDPR EU Management Review.
- Participate in the Management Review and propose decisions and action plans.
- Prepare the minutes of the meeting.
- Distribute and file the minutes of the meeting.
- Follow up the implementation of the action plan defined.

**EDPR EU EMS Management Representative:**

- Participate in the Management Review and take decisions/establish actions for the future.
- Approve the minutes of the meeting.
- Follow up the implementation of the action plan defined.

**All departments involved:**

- Collaborate with EMS Managers in the preparation of the Management Review.
- Implement the action plan defined.

## 7 TEMPLATES

- TMP-EU/EMS-GEN-00017 *Minutes of management review*



TMP-EU/EMS-GEN-00017

**MINUTES OF MANAGEMENT REVIEW**

<b>Subject</b>	
<b>Attendees</b>	
<b>Date</b>	

**TOPICS DISCUSSED AND CONCLUSIONS REACHED**

- ...
- ...
- ...
- ...
- ...
- ...
- ...
- ...
- ...
- ...
- ...

**SUMMARY OF ACTIONS/DECISIONS**

#	ACTION/DECISION	DEADLINE	PERSON(S) IN CHARGE OF
1			
2			
3			
4			
5			
...			

<i>Prepared by</i>	<i>Approved by</i>
Name:	Name:
Date:	Date: