



Management Review Meeting Agenda Template for ISO 14001:2015 Lead Implementers

Organization Name: [Enter Organization Name]

Meeting Date: [Enter Meeting Date]

Meeting Time: [Enter Meeting Time]

Location: [Enter Meeting Location]

Agenda

1. **Opening and Welcome**
 - Welcome and introduction of attendees.
 - Review of the agenda.
2. **Review of Previous Meeting Minutes**
 - Review and approval of minutes from the previous Management Review meeting.
 - Follow-up on action items from the previous meeting.
3. **Environmental Management System (EMS) Performance**
 - Review of key performance indicators (KPIs) and metrics related to environmental objectives.
 - Discussion on trends, improvements, and areas for further action.
4. **Environmental Aspects and Impacts**
 - Evaluation of significant environmental aspects and associated impacts.
 - Review of changes to the organization's environmental context.
5. **Compliance Obligations**
 - Review of compliance with relevant legal and other requirements.
 - Discussion on compliance status and actions to address any issues.
6. **Environmental Objectives and Targets**
 - Assessment of progress towards achieving environmental objectives and targets.
 - Discussion on adjustments or revisions to objectives as necessary.
7. **Customer and Stakeholder Feedback**
 - Review of feedback from customers and other stakeholders related to environmental performance.
 - Analysis of trends, patterns, and opportunities for improvement.
8. **Process Performance and Resource Management**
 - Assessment of process performance against environmental objectives.
 - Review of resource allocation, utilization, and availability.
 - Discussion on training needs, competency assessments, and development plans.
9. **Risk and Opportunity Management**



- Evaluation of identified risks and opportunities related to environmental management.
- Review of risk mitigation strategies and their effectiveness.

10. Internal Audit Findings

- Presentation of findings from recent internal environmental audits.
- Discussion on audit results, findings, and corrective actions.

11. External Audit Preparation

- Update on preparations for upcoming external audits or assessments.
- Review of audit readiness and compliance status.

12. Management of Change

- Review of proposed changes to the organization, processes, or systems impacting the EMS.
- Evaluation of change impact and implementation plans.

13. Continual Improvement

- Identification of opportunities for continual improvement in the EMS.
- Review of initiatives and projects aimed at enhancing environmental performance.

14. Closing Remarks

- Summary of key points discussed.
- Confirmation of action items, responsibilities, and timelines.
- Adjournment of the meeting.

Attendees

- [List of Attendees and Roles]

Meeting Minutes

Action Items:

Item No.	Action Item	Assigned To	Due Date	Status
1	[Brief Description of Action Item]	[Assignee Name]	[Due Date]	[In Progress/Completed]
2	[Brief Description of Action Item]	[Assignee Name]	[Due Date]	[In Progress/Completed]
3	[Brief Description of Action Item]	[Assignee Name]	[Due Date]	[In Progress/Completed]



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Key Decisions:

- [Summary of Key Decisions Made During the Meeting]

Next Meeting Date: [Enter Next Meeting Date]