

Reasons for a Management Review Procedure

If a Management System (MS) complies with one or more management standard(s), such as the following, it is not a requirement to have a procedure for management review.

ISO 9001	Quality Management
ISO 14001	Environmental Management
ISO 22301	Business Continuity Management
ISO/IEC 27001	Information Security Management
ISO 37001	Anti-Bribery Management
ISO 45001	Occupational Health and Safety Management

However, there are reasons why it is useful to write one.

- (1) *The requirements for management review of each management standard are generic. You have to decide how to apply them to your organisation. Even if your MS only complies with one management standard it can be advantageous to translate those requirements into a simple, clear procedure, which specifies what aspects of operations specific managers must report to the management review meeting.*
- (2) *You want to operate an Integrated Management System (IMS) that complies with more than one management standard. Many organisations operate an IMS certified to ISO 14001 and ISO 45001 [or OHSAS 18001] (because a hazard to the environment is usually also a hazard to people). An increasingly common combination is ISO/IEC 27001 and ISO 22301. [For the future, ISO 37001 and ISO/IEC 27001 are a natural complementary pair.]*

All management standards require management to review the MS. Some of the requirements for management review of each standard are common to other standards and some are unique to each standard. It is convenient to consolidate all the management review requirements of the separate standards into one procedure. This clarifies precisely what the management review must do.

- (3) *All management standards require you to fully audit the MS. If you do not have a written procedure for management review you must then audit your management review against each standard. It is easier for an internal auditor to audit against a short procedure instead of against a management standard.*

This also eliminates the need for the internal auditor that audits management review to be trained to audit against all the applicable management standards. It is only necessary for the person that writes the procedure to be familiar with all the applicable management standards.

- (4) *If an audit of management review reveals any non-conformities or observations, it is much easier to communicate those to other staff with reference to a procedure than with reference to the management standard(s). Few staff ever read a management standard.*
- (5) *You want your MS to be certified to a management standard but you want it to exceed its requirements. The management must review all of the MS, not just the bits that meet the requirements of the management standard.*
- (6) *When the management review the MS they can also review other matters.*

The management standards (above) do not require the management review to be a meeting.

However, a meeting is a common method to implement the requirements for management review.

You can write a simple procedure for this meeting that specifies frequency, attendance and agenda.