

BIOSOLIDS EMS MANUAL

ELEMENT 17.0

PERIODIC MANAGEMENT REVIEW OF PERFORMANCE



REVISION	EFFECTIVE DATE	APPROVAL SIGNATURE
08	August 01, 2016	

PURPOSE

The purpose of Element 17.0 is to have the organization's management conduct periodic reviews of the biosolids management program and the EMS performance in order to drive continual improvement.

SCOPE

This element manages changes to the policy, the goals and objectives, the biosolids management program and other EMS elements based on internal EMS audit results, external verification of EMS audits by third parties, changing circumstances, and the commitment to continual improvement.

KEY WORDS

- Biosolids Program Goal(s)
- Biosolids Program Objective(s)
- Continual Improvement
- Changing Circumstances

RESPONSIBILITY

The EMS Management Team consists of the following personnel: Assistant Director (Pollution Control), Water Systems Superintendent, Asst. Water System Superintendent (Operations), Asst. Water System Superintendent (Maintenance), Plant Engineer (VCWRF), Environmental Program Manager (Pretreatment Services), Water Quality Manager (Lab), Biosolids EMS Manager, Biosolids EMS Coordinator and Biosolids Manager (Contractor).

PROCEDURE

The Biosolids EMS Manager schedules a meeting with the EMS Management Team. Prior to this meeting, the Biosolids EMS Manager distributes copies of the following to each attendee:

- Meeting agenda
- Latest "Biosolids Program and EMS Annual Performance Report"
- Internal audit results, Interim or third-party verification results
- All outstanding Corrective Action Notices

The Management Review meeting agenda uses the EMS Performance Report (Element 15.0) as a guide to discuss:

- Accomplishments since the last review.
- Changes to policy.
- Goals & Objectives - Advancements towards existing goals and objectives and identifying "New" goals and objectives.
- Internal EMS audit results.
- External third-party interim and verification EMS audits.
- Legal and self-imposed regulation compliance.
- Reports on emergencies, spills or other incidents.
- Corrective Action Notices.
- Updates to Critical Control Points.

BIOSOLIDS EMS MANUAL

ELEMENT 17.0

PERIODIC MANAGEMENT REVIEW OF PERFORMANCE



- Changing circumstances.
- External communication and public participation.
- Other biosolids performance measures.
- New scientific/technical data on biosolids.
- Review status of operational control procedures (SOP's).

The Biosolids EMS Manager assigns a person to record and distribute minutes for the meeting to document the issues discussed and the decisions made.

Any changes in policy, goals and objectives, EMS elements, procedures, etc. is documented according to the document control methods discussed in Element 12.0.

The Assistant Director approves each of these changes. All nonconformance issues are handled according to the procedure established in Element 14.0.

REFERENCES

- BMP Guidance Manual: <http://www.wef.org/Biosolids/page.aspx?id=7733>
- Code of Good Practice, (NBP): <http://www.wef.org/Biosolids/page.aspx?id=7733>
- Manual of Good Practice for Biosolids, (NBP): <http://www.wef.org/Biosolids/page.aspx?id=7733>

EMS Cross References

- Element 2.0 Biosolids Policy
- Element 3.0 Critical Control Points
- Element 4.0 Legal and Other Requirements
- Element 5.0 Biosolids Goals and Objectives
- Element 12.0 Documentation and Document Control
- Element 14.0 Nonconformance: Preventative and Corrective Action
- Element 16.0 Internal EMS Audit

REVISION HISTORY

Revision #	Date	Revision Description
08	08/01/2016	Merged element to new EMS format.
07	08/05/2013	Updated procedures and references
06	10/07/2011	Update discussion points, addition of EMS Coordinator and typographical errors.
05	11/16/2010	Update references and responsibilities
04	05/15/2008	Audit (YR2) 2007
03	06/29/2007	Audit (YR1) 2006
02	11/29/2004	2004 Issue
01.a	10/18/2004	Internal Audit Revisions
01	10/01/2004	Approval Draft
SR	01/30/2004	Issued for Status Review