



City of Grand Rapids
Environmental Services Department
Policies and Procedures

Title: Element 17 – Periodic Management Review of Performance	Created by: Dave Harris Approved by: William R. Kaiser
Policy Number: 1103-17 Version: 7.0	Effective: 10/26/2017

General

Annually, as directed by management^A, the Biosolids BMP will be reviewed with the ESD Manager^B to ensure consistency with the City's biosolids mission statement^C.

Procedures

- 1) Annually the Biosolids BMP Coordinator will schedule a review of the Biosolids BMP with the ESD Manager.
- 2) The review will normally be conducted during the first calendar quarter^D and will cover activities from the previous calendar year.
- 3) The review will include:
 - a) Review of the annual periodic Biosolids Program Performance Report
 - b) Conformance with policy commitments^C
 - c) Possible need for changes to the policy
 - d) Nonconformance incidents
 - e) Review progress towards achieving current Biosolids goals and objectives^E, and any new goals and objectives
 - f) Review internal audit results
 - g) Review interim audit results, if conducted
 - h) Changing circumstances such as major process changes which may require updates to the Biosolids BMP critical control points^F and other elements of the system
 - i) Documented commitment that opportunities for continuous improvement and other system improvements are being investigated and implemented
- 4) The ESD Manager review will be documented in the periodic management review of performance report^G.
- 5) Record management review, as well as follow-up actions in Table 17.1.

References

Appendix A Glossary
Appendix B Tables, Figures, Forms
Appendix C CCP Postings

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^A Reference Figure 17.1 "EMS Review Frequency"

^B Reference Element 7 Roles and Responsibilities – Table 7.3 "Internal EMS Team Name and Contact Information"

^C Reference Element 2 Biosolids Management Policy

^D Reference Element 7 Roles and Responsibilities – Figure 7.2 "Schedule of Annual Biosolids Activities"

^E Reference Element 5 Goals and Objectives – Table 5.1 "Goals and Objectives"

^F Changes require prompt notification to NBP and third party auditor

^G Reference Table 17.1 "Periodic Management Review of Performance Report"

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Table 17.1 Periodic Management Review of Performance Report

PERIODIC MANAGEMENT REVIEW OF PERFORMANCE REPORT
Scheduled date and time of Management Review (MM/DD/YYYY): ____/____/____ at _____ PM or AM (circle one) Actual time and date of Management Review (MM/DD/YYYY): ____/____/____ at _____ PM or AM (circle one)
Review preliminary periodic Biosolids program performance report:
Review progress on goals and objectives:
Review internal audit results – conformance with policy commitments:
Review any nonconformance incidents and corrective action:
Review interim audit results, if applicable:
Review process changes – possible need for changes to the policy:
Review commitment to continuous improvement and actions taken:
Management review findings and follow-up actions (including any changes in policies, procedures, practices or BMP Elements. Attach additional sheets as necessary):

Completed (MM/DD/YYYY): _____ Completed by (print) _____ (signature) _____

ESD Manager Approval (print) _____ (signature) _____ Date (MM/DD/YYYY): _____

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Figure 17.1 EMS Review Frequency

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: February 27, 2009

TO: Mike Lunn, EMS Coordinator

FROM: Randall Fisher
Environmental Services Manager



SUBJECT: Biosolids EMS – Periodic Management Review of Performance

Until further notice schedule one (1) management review annually during the first quarter of the calendar year covering prior year activities.