

## **Management Review**

### **Installation Supplement – Eustis**

#### **Overview:**

Joint Base Langley Eustis (JBLE)-Eustis adopts the Air Force (AF) Environmental Management System (EMS) Playbook procedure for this element. The following supplemental content describes how the installation intends to implement this procedure.

#### **Purpose:**

The purpose of this procedure is to implement a guideline for the periodic management reviews of the EMS. The management review process is designed to ensure the continued suitability, adequacy and effectiveness of the EMS.

#### **Procedure:**

1. JBLE-Eustis' Environmental, Safety and Occupational Health Council (ESOHC) shall conduct a management review of their EMS IAW DOD 4715.17. Frequency of these reviews is annually and will be documented in eDASH as ESOHC Minutes. All EMS Cross-Functional Teams (CFT) and ESOHC (ENV portion) meetings are conducted utilizing the Environmental Management Review (EMR) Tool located on eDASH. The EMR tool provides a structured standardized process to ensure meeting visions, objectives, targets and tasks of JBLE-ESOHC will review the progress towards achieving objectives, and targets and performance measures. Senior leadership will provide appropriate direction for the correction of noted deficiencies, including the need for investment, policy revision, and recalibration of objectives and targets.
2. The management review shall follow ISO 14001 standards, including the following:
  - a. Results of internal and external inspections and evaluations of compliance with legal requirements and with other requirements such as federal regulations and guidelines and AFIs
  - b. Communication(s) from external interested parties, including complaints.
  - c. The status of the environmental program as evidenced by performance measures and inspection

d. The extent to which objectives and targets have been met, including those for sustainability as mandated by HAF and/or AFCEC, and recommendations for new objectives and targets to replace those that have been met.

e. Status of corrective and preventive actions.

f. Follow-up actions from previous management reviews.

g. Changing circumstances, including developments in legal requirements related to its environmental aspects.

h. Approval of the aspects inventory and related EAPs as developed by the CFT

3. The installation CFT plays a key role in communicating with senior leadership. In addition to assisting with the ESOHC execution, the CFT also is responsible for other tasks to include those below:

a. Aspect Inventory Review—Installation CFTs shall complete initial and annual aspect inventory reviews. Once the CFT completes the aspect inventory, the CFT Chair will report to the ESOHC when aspects are categorized as 'study', 'maintain', or 'improve'. The ESOHC provides final approval of aspects and related EAPs

b. Objectives and Targets—The CFT shall track progress towards achieving objectives and targets, and update EAPs, as required. The CFT shall provide the ESOHC updates detailing the status of achieving objectives and targets that include:

c. Analysis of whether targets supported the objective.

d. Resource adequacy.

e. Whether additional objectives or targets were added.

f. Whether HAF and/or AFCEC objectives and targets for sustainability are included.

4. At least annually (based on FY), the CFT Chair will provide the ESOHC with an overall management review report of the EMS and the state of the installation in regards to environmental or sustainability areas. This review can be accomplished in a single meeting or over the course of the year and documented using the EMR Tool in eDASH.

**Document Locations:**

EMS Management Review are completed in the [Management Review Tool](#).

EMS-CFT meeting slides and minutes are found [here](#).

ESOHC meeting slides and minutes are found [here](#).

**Associated Resources:**

- EMS-CFT meeting presentations and/or minutes
- ESOHC meeting presentations and/or minutes
- EMS Management Reviews
- Declarations of Conformance (usually annotated in ESOHC meeting presentations and/or minutes)

\* Reviewed/Updated 29 Nov 22 by Joanna G. Bateman