Management Review Record Form

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| Date of Management Review: | Prepared by (name/position):  |
| **Attendees (Names):** | **Title/Position** | **Organization/Department Represented** |
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| ***Input*** | ***Covered in this management review?*** | ***Information attached?*** | ***Discussion/Decision Summary*** | ***Action Item(s)*** | ***Assigned to:*** | ***Due Date:*** |
| --- | --- | --- | --- | --- | --- | --- |
| Previous management review action items | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| EnMS audit results | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| Results of legal compliance evaluations | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| Results of evaluations of compliance with voluntary and other requirements | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| Changes in legal requirements | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| Changes in other energy-related requirements subscribed to | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| Status of corrective actions | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| Status of preventive actions | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| Progress on energy objectives and targets | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| DECISION: Are changes to the objectives and targets needed?[ ]  Yes [ ]  No |
| Energy performance and related EnPIs | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| DECISION: Are any decisions or action items needed based on changes in energy performance? [ ]  Yes [ ]  No |
| DECISION: Are any decisions or action items needed based on changes to the EnPIs? [ ]  Yes [ ]  No |
| Projected energy performance | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| Recommendations for improvement | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| Review of energy policy and its commitments | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| DECISION: Are changes to the energy policy needed? [ ]  Yes [ ]  No |
| DECISION: Does the EnMS continue to be suitable? [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| DECISION: Does the EnMS continue to be adequate?[ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| DECISION: Does the EnMS continue to be effective?[ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| DECISION: Are changes to resource allocations needed?[ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |
| DECISION: Are other changes to the EnMS needed consistent with the commitment to continual improvement?[ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |  |  |  |