

HSEPS Management Review

1. APPLICABILITY

- 1.1 This standard applies to all Honeywell organizations and majority owned subsidiaries worldwide.

2. OVERVIEW

- 2.1 To achieve the desired performance from an HSEPS Management System, the system needs to be reviewed on a regular basis. The purpose of the review is for an organization's senior leadership to evaluate, manage and continually improve the performance of its management system. Since the most effective management system is one that is fully integrated into the way an organization conducts its business, the most effective and desirable management system review is one that is integrated into the organization's normal business or operations review process. Compliance with this standard will ensure that senior leadership is provided the necessary information to effectively review performance and manage its HSEPS programs and risks.

3. DEFINITIONS

- 3.1 Definitions for underlined text are found at the end of this document.

4. REQUIREMENTS

- 4.1 Each organization's Senior Leadership Team shall conduct regular reviews of the organization's HSEPS management system and overall HSEPS performance. The reviews shall be conducted at planned intervals determined by the Senior Leadership Team as adequate for the organization's HSEPS risks, complexity and historic performance. As a minimum a system-wide review must be conducted annually.
- 4.2 The management system review must include the presentation and evaluation of the following information:
 - 4.2.1 Review of any new significant aspects and legal or other requirements that pose a potential impact to the organization
 - 4.2.2 Performance and progress on current HSEPS objectives and targets (see Objectives and Targets (HSEMS 204))
 - 4.2.3 Results and status of the organization's monitoring, measurement and self-assessment programs including the results from the Self Assessment Tool (SAT) used in the Assurance Letter Process and any significant trend analysis results (see HSEMS 212: Monitoring, Measurement and Self-Assessment)
 - 4.2.4 Results of Corporate HSEPS audits or other third-party HSE audits (e.g. ISO 14001, VPP, etc.) conducted since the last management system review
 - 4.2.5 Update and progress on corrective actions and improvement programs

- 4.2.6 Review of significant HSE incidents, results of regulatory inspections, complaints or non-compliance issues occurring since the last management system review
- 4.2.7 Results of the organization's HSE Behavior and Culture Program (see HSE Behavior and Culture (HSEMS 206))
- 4.2.8 Results of risk assessments conducted since the previous review
- 4.3 The management review shall be designed and conducted to produce the following documented results:
 - 4.3.1 Summary of information presented and evaluated during the management review, the date of the review and attendees
 - 4.3.2 Summary of the performance of the Management System regarding its suitability, adequacy and effectiveness
 - 4.3.3 Required or recommended changes to the Management System such as policy, standards, objectives, programs or procedures
 - 4.3.4 Summary of any actions or plans to improve the Management System or overall HSEPS performance
- 4.4 Corporate HSEPS will coordinate an annual HSEPS Assurance Letter Process and incorporate the results into the Honeywell Senior Leadership management review.
- 4.5 Documentation resulting from organization and Corporate management reviews must be managed and retained in accordance with the Corporate Standard HSEMS 210: Document and Records Management.

5. RELATED DOCUMENTS

- 5.1 None defined now.

Definitions

HSEPS Assurance Letter	The Assurance Letter Process is a key component of the HSEPS Governance Program. It is conducted annually and requires sites to complete an assessment of HSEPS performance using the Self Assessment Tool. The process is aimed at measuring and recording the process maturity of HSEPS programs at the organization level. Any defects identified as a result of completing the self assessment are tracked to closure via corrective actions.
Senior Leadership	Person or group of people who directs and controls the applicable organization at the highest level.