Management system standards

Effective Management Review

Half a day to turn the management review into a decision-making meeting rather than a presentation exercise. Participants go through the required inputs, learn to summarise them in a few pages, and prepare the decisions expected and the minutes that record them. The session draws on your latest review minutes and your indicators.

Duration : 0.5 day

Objectives

1. Identify the inputs and outputs of a management review under the harmonised structure
2. Build a concise review file focused on trends and decisions to be taken
3. Run a review that results in decisions, resources and owners
4. Write minutes that constitute usable evidence in an audit

Programme

Half day

• What the standards expect from the management review: planned intervals, inputs, decisions

• Diagnosis of your latest review minutes: what is missing, what is superfluous

• A review file in a few pages: trends, gaps, risks, resource needs

• Practice: leading a short review and writing up the decisions

• Knowledge test

Teaching methods

• Critical analysis of your latest management review minutes

• Role play bringing together management, the QHSE manager and two process owners

• File and minutes templates handed over in editable form

• Short final test

Assessment and documents

Knowledge test at the end of the session, post-course evaluation at D+1. Numbered certificate, verifiable online, for each participant; review file template and training report handed to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To build the indicators that feed the review, see “QHSE Dashboards and Indicators”. In an integrated system, a single review can cover quality, environment and health and safety.

Practical information

Duration	0.5 day
Audience	Management, quality and QHSE managers, process owners
Prerequisites	Know the management system of your organisation
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Should management attend the session?
It is desirable. The review is their meeting: a director who is present understands what the auditor expects of them and what the QHSE manager must provide so that they can decide.

Is one review a year enough?
The standards ask for reviews at planned intervals, without setting a frequency. Many organisations combine one full annual review with shorter checkpoints during the year; the session helps you choose the rhythm that suits your activity.

Can a single review cover several standards?
Yes, provided the inputs specific to each standard are covered. The session shows how to structure a single file without losing these requirements.