



Practical Guide for Implementing an Energy Management System

6. Management Review minutes template

Company:

Date:

Attendees:

Chairperson:

Review item	Decision	Responsible person	Due Date
Achievements to date			
Changes to energy policy			
Energy performance to date			
Status of legal compliance			
Status of objectives and targets			
EnMS audit findings			
Performance for the coming period			

Review item	Decision	Responsible person	Due Date
Recommendations for improvement			
Additional resources required			
Changes to EnPIs			
Updates to objectives and targets			
Other items			

Date of Next Meeting: