**Instruction (delete):**

* *This template has been developed to enable you to schedule recurrent activities required under ISO Management System Standards.*
* *The template was originally developed for ISO 45001:2018. It can be used as an integrated tool (i.e. can also be used for ISO 9001 or ISO 14001).*
* *If using for ISO 22001 (Food Safety) or ISO 27001 (Information Security), you will need to additional actions.*
* *Additional actions will need to be added depending on the nature of your operational processes, safety hazards and equipment etc (particularly under Operation).*

*\* denotes review periodically, or when change occurs.*

*\*\* could be actioned during the management review process.*

| **ACTION** | **WHO** | **DURATION** | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General** |
| *E.g. External audit* | *E.g. Compliance Manager**Other managers and staff* | *e.g. 1.5 days per annum* |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Context of the Organisation** |
| Review internal and external issues\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review needs/expectations of workers and interested parties\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Leadership and Worker Participation** |
| Further opportunities for top management to show leadership as per 5.1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Induction of new management personnel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Policies\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Roles, responsibility and authorities\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultation and participation of workers (identify specific consultation and participation forums/ processes) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| See also Management Review (below) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Planning** |
| Review actions to address risks and opportunities (progress on actions, new risks/opportunities)\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review hazard and risk assessments\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review legal and other requirements\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review action taken on objectives and evaluate progress\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Support** |
| Review resource requirements\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Training and Competency Plan(s)\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Documentation\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Operation** |
| Review processes supporting the Management System\*\*  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review control measures. Are they effective and working as planned?\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OHS controls - equipment: lifting gear, chains, slings, electrical cords etc |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency control equipment (fire extinguishers, fire hoses, alarms etc)Evacuation processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Testing emergency response and evacuation processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Performance Evaluation** |
| Review internal audit program |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluate compliance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Internal Audit – against ISO Standard (e.g. ISO 9001, ISO 14001 or ISO 45001) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Internal Audit – OHS system and operational processes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Management Review |  |  |   |   |   |   |   |   |   |   |   |   |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Improvement** |
| Review status of incident investigation and corrective actions\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review progress on improvement \*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Key** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| P = Planned |  C = Completed |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |