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EHQMS PROCEDURE 21

Data Analysis & Evaluation

Defines how we plan, collect, analyze, and evaluate EHQMS data, including evaluation of compliance, so that decisions and improvements rest on evidence.

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APPROVAL

	Name	Position	Signature & date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY

Rev.	Date	Description of change	Approved
A	<insert>	Rewritten and aligned to ISO 9001:2026, ISO 14001:2026 and ISO 45001:2018+A1:2024, covering 9.1.3 evaluation of the effectiveness of actions on risks and on opportunities as separate items, environmental performance criteria and indicators (14001 9.1.1), evaluation of compliance (14001 and 45001 9.1.2) and results available as documented information.	<insert>

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1 Purpose

This procedure sets out how we decide what to monitor and measure, how we collect and check data, which analysis techniques we use, how we evaluate the results and how we report them. It aims to give managers reliable evidence for decisions and to show where action or improvement is needed.

It also defines how we evaluate whether we are meeting our compliance obligations, as required by the environmental and OH&S standards.

2 Scope

This procedure covers all data generated by, or relevant to, our integrated management system: product and service conformity, process performance, customer satisfaction, supplier performance, environmental performance, OH&S performance, compliance with legal and other requirements, audit results, and the effectiveness of actions on risks and opportunities.

Identifying and recording compliance obligations is covered by Procedure 05 Legal & Compliance Requirements. Setting objectives and KPIs is covered by Procedure 06 Objectives, Targets & Indicators. Calibration of measuring equipment is covered by Procedure 08 Calibrated Equipment.

3 Requirements Addressed

Standard	Clause(s)	What this procedure covers
ISO 9001:2026	9.1.1, 9.1.3	What to monitor and measure; analysis and evaluation, including the effectiveness of actions on risks and on opportunities
ISO 14001:2026	9.1.1, 9.1.2	Environmental performance criteria and indicators; evaluation of compliance
ISO 45001:2018+A1:2024	9.1.1, 9.1.2	OH&S performance monitoring; evaluation of compliance

4 Terms

Term	Meaning in this procedure
Data source	A process or activity that produces information about performance, such as inspection, complaints handling or environmental monitoring.
Data element	An individual item of data within a source, such as the number of rejects, the reason for a complaint or an emission reading.
Criteria	The limits, targets or acceptance levels against which a data element is judged, including the point at which it is escalated.
Statistical technique	A mathematical method used to describe, compare, or model data and its variation, such as a control chart or regression.
Non-statistical technique	A structured, judgment-based method of examining information, such as FMEA or a review meeting.
Horizontal analysis	Linking data from different sources to judge the extent and significance of a problem or trend.

Term	Meaning in this procedure
Evaluation of compliance	A planned check of whether we are meeting each of our compliance obligations, with action where we are not.

5 Responsibilities

Responsibilities are shown as a RACI matrix: **R** responsible (does the work), **A** accountable (one owner, signs off), **C** consulted, **I** informed.

Activity	TM	EHQMS	PO	EC	HSA	QC
Select the data sources critical to the business and approve criteria	**A**	**R**	C	C	C	C
Define data elements, methods, frequencies, and criteria	I	**A**	**R**	**R**	**R**	**R**
Collect and verify data		I	**A**	**R**	**R**	**R**
Choose techniques and provide tools and training	I	**A**	C	C	C	**R**
Analyze data within and across sources		**A**	**R**	**R**	**R**	**R**
Evaluate compliance with legal and other requirements	I	**A**	C	**R**	**R**	
Report results and trends to management review	I	**A**	C	C	C	**R**

TM Top Management · **EHQMS** EHQMS Manager · **PO** Process Owners · **EC** Environmental Coordinator · **HSA** Health & Safety Advisor · **QC** Quality Coordinator

6 Triggers & Frequency

- Annual planning cycle, when data sources, criteria, and frequencies are confirmed.
- Monitoring at the frequency set for each data element, from continuous to annual.
- Monthly analysis of process and performance data by Process Owners.
- Quarterly EHQMS performance report to Top Management.
- Evaluation of compliance at the frequency set for each obligation, at least annually.
- A data element breaching or approaching its limit, or showing an adverse trend.
- New processes, products, markets or compliance obligations, or changes to existing ones.

7 Method

7.1 Plan what to measure

Top Management reviews the processes that are critical to quality, environmental, OH&S and regulatory performance and selects the data sources that will be measured and analyzed. Planning takes account of the type of product or service, intended markets and users, objectives, and the requirements of interested parties and regulators.

For each data source, the responsible Process Owner records the following in the monitoring and measurement plan.

- The data elements to be collected and the method of collection.