MANAGEMENT REVIEW PROCEDURE

Rev	Date	Revision Record	Updated by	Reviewed by	Approved by
00	06/06/19	1st Issuance as per the new version of the standards ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	3rd Party	RM	NY

CONTROLLED

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1.0 PURPOSE

To establish a procedure to review & ensure the continuing suitability and effectiveness of documented QHSE system satisfying the requirements of ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 system standards and the QHSE Policy & Objectives of the organization.

2.0 SCOPE

It covers all elements of the QHSE management system, its performance, and monitoring of strategic QHSE objectives.

3.0 DEFINITIONS

None

4.0 RESPONSIBILITY

The Managing partner, Management Representative & all department heads/managers are responsible for the implementation of this procedure.

5.0 PROCEDURE

5.1 QHSE System Management Review Meeting shall be held at least once a year

5.2 Management Review Meeting shall be chaired by the Managing partner and convened by the Management Representative.

5.3 Members of the meeting shall be as follows:

- Managing partner: Chairperson
- Management Representative: Convener
- All Heads of Departments: Members
- Others, if required: Special Invitees

5.4 As a minimum, the agenda for these meetings shall include the following points:

- Follow Up Actions From Previous Management Reviews.
- QHSE System Internal Audit Results.
- Supplier/ Sub-Contractor Performance.
- Customer Feedback, Complaints, & Relevant Communications from Interested Parties.
- Overall Risks and Opportunities Status.
- Review The QHSE Policy And Achievement Of Objectives.

- Process Performance and Product Conformity.
- changes in external and internal issues that are relevant to the QHSE management system, including:
    - The needs and expectations of interested parties
    - Legal requirements and other requirements
    - Risks and opportunities.

- QHSE System Improvements.
- Accidents/ Incidents/ Near Misses Reports and corrective actions.
- Environmental Performance.
- results of evaluation of compliance with legal requirements and other requirements
- Emergency preparedness and response issue / effectiveness of mock-drills and/or exercises
- Review of changes to environmental aspects and its evaluation
- Review of changes to operational hazards and associated risks
- The Results for Statistical Techniques.
- Recommendation For Improvements
- Any Subject Thought Important To Be Discussed.
- Review of the resources needed.
- The results of participation & consultation

5.5 Management Representative with prior verbal permission from Managing partner shall fix the date for the meeting and inform all members through a circular at least two weeks in advance from the date of meeting.

5.6 All members shall submit the required information as per above agenda, at least one week prior to the meeting to the Management Representative for compilation.

5.7 Each Department Head shall present his/her part.

5.8 Based on the details provided in the meeting, Managing partner shall review the effectiveness of the documented QHSE system and suitability of QHSE Policy and Objectives.

5.9 Any actions identified during the meeting shall be recorded assigning responsibility and target date for completion. Any resource requirements shall also be identified and recorded.

5.10 The management representative shall prepare the minutes of meeting and circulate it within next one week to all members, as well as any other person responsible for taking action(s) decided in the meeting. It has been decided by Top Management to have formal review for management review meeting at least once in a year. If situation requires frequent review the same shall be organized by MR.

5.11 Persons responsible for taking actions shall monitor the implementation, completion and effectiveness of the same and inform Management Representative in writing within one week of the completion date as input for the next management review meeting.

5.12 Management Representative shall ensure that the first agenda point of the subsequent management review meeting shall be the review of minutes of previous management review meeting and then proceed further as per defined agenda.

6.0 ATTACHMENTS

Type	Name	Number / Code
Form	Management Review Minutes of Meeting	IMS/QHSE/MR/05/01

QHSE MANAGEMENT SYSTEM	SAIFCO Electromechanical Works (LLC)	
Document Name: **Minutes of Management Review Meeting**	QHSE Ref. No.	IMS/QHSE/MR/05/01 Rev.00
	Date	

Meeting Date & Time:		**Prepared By:**	
Meeting Venue:		**Approved By:**	

ATTENDANCE LIST:

Remarks (Present/Absent)	Name	Designation	Company/Department/ Project

REMARKS:

No.	Agenda	Description	Action Required		
			Action by	Target date	Resource requirement
The following points were agreed during the meeting					

Next Meeting to be held on:	