



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-FR-009

Revision No.: 00

Effective Date: 01-11-2021

MANAGEMENT REVIEW MEETING MINUTES

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LOCATION :

DATE :

LIST OF ATTENDEES

SR.NO.	NAME	DESIGNATION	SIGNATURE
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

APOLOGIES RECEIVED FROM

SR.NO.	NAME	DESIGNATION
01		
02		
03		
04		

Prepared By		Approved By	
Reviewed By			



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MANAGEMENT REVIEW INPUTS

1	REVIEW OF IMS POLICY & OBJECTIVES
2	FOLLOW-UP ACTIONS FROM PREVIOUS MANAGEMENT REVIEW
3	REVIEW OF RESULTS OF INTERNAL / EXTERNAL AUDITS
4	REVIEW OF CHANGES IN RELEVANT EXTERNAL & INTERNAL ISSUES
5	REVIEW ON PERFORMANCE OF EXTERNAL PROVIDERS

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6. REVIEW OF CHANGES IN NEEDS AND EXPECTATIONS OF INTERESTED PARTIES

7. REVIEW OF CHANGES IN LEGAL AND OTHER REQUIREMENTS

8. REVIEW OF CONSULTATION AND PARTICIPATION OF WORKERS

9. REVIEW OF INCIDENTS, NON-CONFORMITIES AND STATUS OF CORRECTIVE ACTIONS

10. REVIEW OF INTERNAL AUDIT PLAN AND STATUS

11. REVIEW ON MONITORING AND MEASUREMENT RESULTS

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12 REVIEW OF ANY FEEDBACK FROM CUSTOMER&INTERESTED PARTIES, AND ANALYSIS OF ANY COMPLAINTS TO MINIMISE THE SAME, AND IMPROVE CUSTOMER SATISFACTION

13 CONSIDERATION OF ANY OTHER MATTER WHICH MAY DIRECTLY OR INDIRECTLY AFFECT INTEGRATED MANAGEMENT SYSTEM, INCLUDING SUGGESTIONS FOR THE IMPROVEMENT THEREOF.

10 PROCESS PERFORMANCE AND PRODUCT CONFORMITY

11 CHANGES THAT COULD EFFECT THE IMS

12 REVIEW ON THE ADEQUACY OF RESOURCES

13 REVIEW ON THE EFFECTIVENESS OF ACTIONS TAKEN TO ADDRESS RISKS AND OPPORTUNITIES, ENVIRONMENTAL ASPECT IMPACTS, POTENTIAL HAZARDS ARISING FROM OPERATIONS

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REVIEW ON THE OPPORTUNITIES FOR IMPROVEMENT

MANAGEMENT REVIEW OUTPUTS

A) IMPROVEMENT TO THE IMS AND ITS PROCESSES

B) IDENTIFICATION OF RESOURCES NEEDED

C) ANY NEED FOR CHANGES TO THE IMS

D) IMPROVEMENT OF CUSTOMER RELATIONSHIP

E) SETTING UP OBJECTIVES FOR THE NEXT YEAR

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