



Bangladesh Power Development Board

**INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO
45001:2018 STANDARDS)**

PROCEDURE FOR MANAGEMENT REVIEW



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-010
Revision No.: 00
Effective Date: 01-11-2021

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1.0 Purpose

To ensure continuing suitability, adequacy and effectiveness of Integrated Management System in the organization

2.0 Scope

Applies to whole of Integrated Management System of Bangladesh Power Development Board (BPDB).

3.0 Terms & Definition

Definition

None

Abbreviations

BPDB- Bangladesh Power Development Board
MR- Management Representative
DMR- Deputy Management Representative
AMR – Assistant Management Representative

4.0 Roles and Responsibility

Tasks in Reference Clause Nos.	Responsibility
5.0, 5.1	BOARD MR, Chairman MR
5.2	Chairman MR
5.3	MR, DMR.AMR, Heads of Functions

5.0 Procedure

5.1 Management Review committee

- The Management Review committee conducts management review of the organization for reviewing the suitability, adequacy and effectiveness of the IMS at regular interval.
- Following persons are the Management Review Committee Members: BPDB BOARD Members, MR and all DMR. MR will act as member secretary of the committee.
- A notice is served at least seven days before the meeting. In case of emergency or special reasons, three day notice is given but cause is mentioned. Meeting is coordinated after discussion with Chairman
- Following are the agenda/input of the Management Review Meeting:

Prepared By		Approved By	
Reviewed By			



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- a) Follow-up actions from previous management reviews,
 - b) Results of audits,
 - c) Customer feedback,
 - d) Process performance
 - e) product/service conformity,
 - f) Changes that could affect the Quality Management System,
 - g) Status of preventive and corrective actions,
 - h) Recommendations for improvement,
 - i) Any other business
- Chairman chairs meeting and all the points as per agenda are discussed. In his absence, following the practice of BPDB a Member will chair the meeting. The action plans are highlighted on the various issues along with the target dates and responsibility.

5.2 Management Review Process

- Management Review Meeting is scheduled to be held at least once in every three months.
- Decisions in the meeting are recorded in Minutes of Meeting and copies are circulated within three days of the meeting .
- Minutes of meeting covers at least the following:
 - a) Decision on delayed actions proposed in the last meeting.
 - b) Decision on the audits reports
 - c) Decision on proposed and/or executed Corrective and Preventive Actions
 - d) Decision on Customer Complaints/Feedback
 - e) Improvement of the effectiveness of the quality management system and its processes,
 - f) Improvement of product/service,
 - g) Any decisions and actions related to possible changes to Quality policies, objectives and other elements of the IMS
 - h) Resource needs and
 - i) Any decision on improvement in IMS.
- Records of Management Reviews are maintained in the minutes of the meeting.
- Decisions of Management Review meetings are implemented.

5.3 Implementation & Review

- Progress of implementation of reviews are checked during internal audit and reported
- Actions are taken on the basis of reports.
- Procedure for Management Review is reviewed and checked during internal audits.

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- The audit findings will be placed before Managements Review Committee meeting along with the recommendation for improvement.
- Actions are taken on the basis of evaluation.

6.0 References

None

7.0 Appendix

None

8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

Prepared By		Approved By	
Reviewed By			