

## Meeting Details

Meeting Details	Management Review	Meeting Ref.	MRM-2017-01
Meeting date	02/11/2017	Attendees	

## Meeting agenda

Agenda	Item discussed	Action(s) agreed	Due date / period for action	Personnel Responsible	Item Status	Completion date
Opportunities for Improvement	Waste Management	Waste Reduction Action Plan as required by Tadweer. Needed for the renewal of Chamber of Commerce	28/02/2018		In Progress	
Opportunities for Improvement	System procedures	Continue to follow procedures and strictly monitor works	31/12/2017		Closed	29/01/2018
Opportunities for Improvement	Online Documentation System through MSME	Uploading is on-going	31/03/2018		In Progress	
Effectiveness of Actions to Address Risk & Opportunities or Risk Management	OSH Management System Risk Management	Risk Register is on-going review to consider latest OSHAD-SF V3.1 requirements. Uploaded in the internal Online Documentation System	14/01/2018		Closed	29/01/2018
Effectiveness of Actions to Address Risk & Opportunities or Risk Management	QMS Risk Management	Prepared Risk Assessment from each department needs further review and to be revised	31/12/2017		In Progress	
Adequacy of Resources	OSH Management System Resources	Internal Audit Training to be conducted for the conduct of OSH Management System audit. Training for Fire Fighting to be conducted	31/03/2018		In Progress	
Adequacy of Resources	Quality Management System Resources	To train additional auditors. Recommended Ms. Gretchel (Technical Secretary) and Ms. Michelle from Production to be trained	31/03/2018		In Progress	
Performance of External Providers	External Providers Performance Rating	Discussed in detail. No pending issues	31/12/2017		Closed	29/01/2018
Audit Results	OSH Internal Audit Results	Discussed in detail. 2 Observations raised	31/12/2017		In Progress	
Audit Results	QMS Internal Audit Results	Discussed in detail. No findings or NCRs issued	15/11/2017		Closed	
		Discussed in				

Monitoring & Measurement Results	Other performance updates	detail. Quality & OSH Policy, waiting final signature. Risk Assessment, for further review by all concerned departments. Online Documentation System, on-going. Organizational Chart, needs update and waiting for GM final instruction	31/12/2017		In Progress	
Monitoring & Measurement Results	OSH Performance Monitoring	Discussed in detail. No pending issues	31/12/2017		Closed	
Monitoring & Measurement Results	Bonus received by employees	Discussed in detail. Quarterly bonus will be replaced to yearly	31/12/2017		In Progress	
Monitoring & Measurement Results	Calibration of Monitoring and Measuring Resources	Discussed in detail. There were 20 External and 3 Internal resources. All are calibrated	15/11/2015		Closed	
Monitoring & Measurement Results	Machine Utilization and Breakdown	Discussed in detail. Total Utilization hours is 112,466 with 725 hrs. breakdown equivalent to 0.6%	14/01/2018		Closed	29/01/2018
Nonconformities & Corrective Action, OSH Incidents & Investigations	OSH Incidents and Investigations	One incident happened at Site. Reported and closed	06/11/2017		Closed	
Process Performance and Conformity of products & services	Production and Installation Outputs, Rework Status and Absenteeism	Discussed in detail. No pending actions	15/11/2017		Closed	
Quality and OSH performance against targets & objectives	OSH Objectives Status	Two targets not achieved. Accidents and Total Reportable Frequency Rate (TRCF) due to one incident happened at Site. Reported and closed	06/11/2017		Closed	
Quality and OSH performance against targets & objectives	Quality Objective Status	Discussed in detail. Only one item not achieved till Q3 (Turnover) due to delay in projects	31/12/2017		Closed	29/01/2018
Customer Satisfaction and Feedback from relevant interested parties	Customer Complaints (NCR)	Discussed in detail. Fairmont NCRs to be closed at the handing over stage	31/12/2017		In Progress	
Customer Satisfaction and Feedback from relevant interested parties	Customer Satisfaction	Customer Survey to be sent for projects closed or under handing over stage	31/12/2017		In Progress	
Changes in legal	Updates on	OSH Policy revised				

& other requirements & other changes that impact the organization	OSHAD-SF V3.1 Requirements - Element 9 Compliance and Management Review	and relevant procedures updated to align with the current requirement	30/10/2017		Closed	
Nonconformities & Corrective Action, OSH Incidents & Investigations	QMS Nonconformities and Corrective Actions	No NCR issued. Further review of Risk Assessment from all departments is expected.	31/12/2017		Closed	29/01/2018
Changes in legal & other requirements & other changes that impact the organization	Updates on OSHAD-SF V3.1 Requirements - Element 8 Audit & Inspection	Submission of the audit report to be within 30 days from the audit date	06/01/2018		Closed	29/01/2018
Changes in legal & other requirements & other changes that impact the organization	Updates on OSHAD-SF V3.1 Requirements - Element 6 Emergency Management	Procedure was revised to align with the latest requirement	15/07/2017		Closed	
Changes in legal & other requirements & other changes that impact the organization	Updates on OSHAD-SF V3.1 Requirements - Element 1 Roles, Repsonsibilities and Authorities	Procedure was revised to align with the latest requirement	15/07/2017		Closed	
Changes in legal & other requirements & other changes that impact the organization	Updates on OSHAD-SF V3.1 Requirements - Mechanism 6.0	Third party external auditor to be registered with Qudorat for audit report to be accepted. Maryann ensured 3rd party auditor is Qudorat registered	13/11/2017		Closed	
Changes in Internal & External Issues relevant to QMS	Internal and External Issues relevant to QMS	Discussed in detail all internal and external issues identified from each department / processes	30/09/2017		Closed	
Status of Actions from previous MRM	To conduct training to all staff on the new ISO 9001:2015 standard requirement	Training already conducted last March & April.	15/05/2016		Closed	
Status of Actions from previous MRM	QMS system upgradation to ISO 9001:2015 version	Surveillance audit to be conducted by January 2018	31/01/2018		In Progress	