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**Date:** 14.06.2022

**Time:** 15:00 hrs to 17:00 hrs


**Chairperson:** (Designated by CEO- VAB) Mr. Premanand Rane, Head – Electrical & Instrumentation, VAB

**Members present:** As per the attached annexure -1


<b>Sr. No.</b>	<b>Points of Discussion</b>	<b>Action Planned/ taken</b>	<b>Management Decision</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Performance Indicator</b>
1	MR welcomed all present for MRM & briefed about Agenda for the meeting	Send communication to all concerned and upload minutes of MRM in portal & send communication to workmen representative, IMS Coordinator for displaying the Minutes & communication.	NA	Madhavi Parab	Immediate	
2	Pending points of last MRM were discussed	All pending points were of last MRM were closed except Disposal of Hazardous waste	Objectives & Targets for disposal of Hazardous waste to be discussed with HSE & Stores	Krishna Kulkarni/ Sanjay N. Parab/ Babaji Pagire/ Madhavi Parab	24.06.2022	
3	Changes in external and internal issues	All Internal & External Issues discussed & mitigation plan to be prepared.	Management advised to complete Mitigation plan discussion with target date.	Dhiraj Agarwal/ Roshan Naik/ Sanjyot Borkar/ Nitin Gaikwad	24.06.2022	
4	Needs and expectation from the interested parties.	In Needs & Expectation of interested parties - addition of Sustainable Livelihood/Rural Asset Creation/ Child wellbeing & Education, Drinking water & sanitation.	NA	Amendment done & communicated	-	-

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5	Changes in risks and opportunities	Risk Register for VAB was reviewed & the same were presented in the Forum. Points added such as fluctuations in Govt. policy & duties with regards to Raw Material & Finished Goods	fluctuations in Govt. policy is included in the risk register, however explore the possibilities of diversification of product.	-	-	-
6	Dept. level strategic/ operational risks and opportunities.	Reviewed Status of HIRA was Presented & discussed. Also Communicated on the new revised formats & Logo	Remaining HIRA documents to be reviewed & fortnightly update to be presented till completion	All HOD	Immediate	-
7	Changes in the significant environmental aspects	Significant Environmental Aspect & Impact were presented. There are no changes in Aspect & Impact. The high significant aspects & Impacts were highlighted & discussed. Environment KPI & Incident was presented.	Severity of incident to be included	Neha Singh/ Vandita Korgaonkar	Next MRM	
8	Customer satisfaction and feedback from relevant interested parties & Customer complaints for VAB	Customer Satisfaction Index for Dec 21 to May 22 was discussed. Complaints received for the last six months for Pig Iron & Met Coke were discussed. All complaints were closed.	CSI & Customer complaints to be included in monthly BMG for MET Coke along with PIG Iron	Apramey Saxena/ Rajesh G/ Alok Kumar/Varun Kurup	July 22 BMG onwards	

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9	Review of Objectives & Targets	Status of the Unit & Departmental Objectives for the yr. 21-22 were presented. Objectives & targets taken for QMS, EMS, OHSMS, ENMS for the Yr. 22-23 were presented & progress on the same were discussed	Focus on HSE objectives to be given to achieve the set target	Krishna Kulkarni/ Sumeet Wagh	-	-
10	Process performance & conformity of products & services	Action plans for deviation in process performance is captured through MES system was discussed. Input raw material & finished good product conformance against the business plan to be presented	Process RCA's to done as per RCA policy.	Tarun Jain	Immediately	-
11	Nonconformities and corrective action	Various non-conformities/ Corrective actions & Root Causes captured during internal audit cycle 5, including nil NC's in the external audit report were also presented in the MRM	Root Cause of Non-Conformity to be revisited for Raw Material	Alive Jyoti Jena	Immediate	-
12	Monitoring and measurement results	Environment Performance & Monitoring, Specific Energy & Specific Water targets V/s actual, and other performance measures related to maintenance, production were presented	Target V/s actual to be presented for the last 5ys.	Ashish Dhanopia	Next MRM	-
13	Legal compliance exceptions	Legal non-compliances were presented & actions for all the points were initiated.	-	-	-	-
14	Status of Internal & External audits along with its NCs closure status.	Total observations 85 and 11 NCs reported for audit Cycle 5.	-	-	-	-

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		Nonconformity raised during internal audit was discussed.				
15	Performance of external service providers	Performance of Business Partners was presented, improvement in the score was observed.	All major business partners action plan & score improvement to be included	All HODS	Monthly	-
16	Consultation and Participation of Workers	Focus on participation of workers in Investigation & VFL compliance needs improvement. Same was discussed in BMG.	Involvement of workmen relevance is not established in table presented, the same needs to be incorporated. Tracker for critical tasks to be furnished in the next MRM	Sumeet & Chetana	Immediate	
17	Stratification of NCs was discussed	NC's stratification under Various standards and clauses was presented.	-	-	-	-
18	Safety performance for VAB was appraised by the Safety Officer: Incidents, Safety framework, trainings conducted, Leading indicators, LTIs, Safety calendar and Environmental performance	Brief discussion was held on the safety incidents, which were earlier discussed during BMG. Survival of plants was also presented.	HIRA to be revised based on CAPA of the Incidents.	All HOD's	Immediate	

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19	Occupational Health Performance	Presented the Status of PME, VAB Covid related data & Health Awareness / Other activities which were conducted.	-	-	-	-
21	Adequacy of resources	MR requested the team to raise any requirement of resources if not provided to attain the objectives. All such requirements were already discussed in Business plan workshop & no other requirement was identified	-	-	-	-
22	CSR team presented the stakeholder engagement and Grievances received	1 Grievance received during last Six months & it was presented & discussed.	-	-	-	-
23	Internal grievances received were discussed	0 Internal grievances reported.	Training is to be conducted on Internal Grievances	R. Pothilingam/ Mahima Girdhar	29.06.2022	
24	Suitability of HSEQ policy	HSEQ policy was presented which was signed by CEO & reviewed on 31 <sup>st</sup> May 2021. Policy is maintained in Marathi & Hindi Language	HSEQ policy to be communicated to all VAB	Babaji Pagire		
25	MOC Status	Status of the MOC was presented & Discussed	Fortnightly review to be initiated	Immediately	-	-

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26	Areas of Continual improvements	Various initiatives for continual improvement driven by Business Excellence Dept. were presented	-	-	-	-
26	Recommendations for improvement	IMS dashboard requirement in SAP is in progress	Progress review to be planned fortnightly	Madhavi S Parab	Immediate	-

Management Representative  
Integrated Management System