



	Activity	Responsibility	Other Processes
PLAN	<p>Arrange management review meeting (MRM) with MD , plant &amp; process heads by informing them date ,time and venue. Conduct MRM once in one months after internal audit.</p> <p>Arrange MRMs 1. For group companies CM IPL , Alpit ECPL Farola ,E37,D-16 ,H-32 ,AK Engg ,Sujal &amp;Tejal meetings need to be attended by corporate functions.</p> <p>Discuss with responsible persons and follow up for preparation related to agenda points given on <u>Minutes of MRM</u> .</p>	<p>MR/MD</p> <p>MR</p>	<p>Note the meeting date and attend the same on time with due preparation</p> <p>Prepare data ,trends etc. for the respective process, KPI.</p>
DO	<p>Conduct the meeting as scheduled w.r.t. agenda points mentioned on MRM minutes form. Discussion should lead to improvement actions like.....</p> <p>a. QMS process improvement.</p> <p>b. Product improvement to satisfy customer requirements.</p> <p>c. Fullfillment of resource needs.</p> <p>Prepare <u>Minutes of MRM</u> noting the important discussed, actions decided , reonsibility and target dates.</p> <p>Get approval of MD to the minutes of meeting.</p> <p>Circulate the minutes of the meeting to all participants.</p>	<p>MD</p> <p>MR</p> <p>MR</p> <p>MR</p>	<p>Participate actively in the meeting.</p> <p>Note actions to be taken and target dates and implement the same.</p>
CHECK	Monitor the proposed actions agreed by individuals for their completion.	MR	
ACT	Review and follow up pending actions as decided in next MRM.	MD	

Note - Underlined text above indicates documents & records..

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ISO 9001:2015 Clause 9.3,9.3.1,9.3.2,9.3.3

Approved by : MD

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