



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