*This template is intended as a tool to prepare records of Management Review Meetings. Please complete each section; this form may be used as the final report, or used as a template to type and publish more formal Management Review Meeting records. At all stages, management must consider proper, proactive measures to take to improve the company, and where it is necessary to apply preventive action. CAR Forms filed in last section of this template.*

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| **MR Ref:** **MR14 Date of Review:** 29/08/23 **Recorded by:** Lee Payne |

**In attendance:**

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| **NAME** |  | **TITLE** |
| David Bullock |  | Managing Director |
| Lee Ratcliff |  | Operations Director |
| Lee Payne |  | Commercial Manager |
| Bill Hamilton |  | Financial Controller |
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**Absent:**

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| **NAME** |  | **TITLE** |
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*For absent members, the minutes of this meeting must be sent to them afterwards, and opportunity for review and comment given. Any comments, changes, or additional inputs from these individuals must be incorporated into the final minutes or issued as an addendum.*

1. **Follow-up actions from previous management reviews**

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| **Action** |  | **Result** |
| Attain ISO 14001 & 45001 accreditation |  | Ongoing |
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1. **Results of Internal and External Audits**

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| **Internal Audits** |  | **Recommendations** |
| IA001 - Context of Organisation 14/08/23 |  | No n/c raised |
| IA002 - Leadership and commitment 21/08/23 |  | No n/c raised |
| IA003 - Policies 17/08/23 |  | No n/c raised |
| IA004 - Consulation and participation of workers |  | No n/c raised |
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| **External Audits** |  | **Recommendations** |
| 24/07/23 - NHSS8 Assessment Report - stage 1 |  | 3no minor n/c  5no OFI |
| 03/07/23 - IS0 14001:2015 - Stage 1 |  | No n/c raised |
| 04/07/23 - ISO 45001:2015 - Stage 1 |  | No n/c raised |
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1. **Review of Risk Assessments**

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| **Risk Assessment** |  | **Recommendations** |
| No new ones to review. Will be sent for review via email in the coming weeks |  |  |
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1. **Consultation and Participation of Workers**

Initial IMS briefings carried out.

Reviewed IMD013 Communication Matrix

First biannual HSEQ Meeting booked in for 18/09/23

Toolbox talks

1. **Review customer feedback.** *Discuss customer feedback, customer satisfaction and complaints not already discussed as part of the CAR system review.*

Emails received from James Goodwin regarding professionalism. No issues or complaints received.

1. **Review of internal and external issues of concern.** *Review the IMD001 Interested Parties and Analysis and update it with any new or revised issues of concern.*

reviewed. No updates

1. **Review of internal and external issues of concern.** *Review the IMD001 Interested Parties and Analysis and update it with any new or revised issues of concern.*

duplicated

1. **Review Legal and Other Requirements.** *Review any new legislation and register & changing circumstances on IMD002 Legal Register & Evaluation of Compliance*

Register reviewed and accepted as correct.

1. **Review Environmental of Aspects & Impacts.** *Review of significant impacts & changing circumstances on IMD003 Environment Aspects Register.*

Reviewed register

1. **Review of resources needed to maintain and improve the effectiveness of the company and its integrated management system.** *Discuss resource needs for each of the following points.*

**EQUIPMENT RESOURCES REQUIREMENTS:**

Faulty MEWP.

Lifting bags for safer lifting of bracketry

**WORK ENVIRONMENT & INFRASTRUCTURE REQUIREMENTS:**

Yard space & larger storage

ERP system

**INTEGRATED MANAGEMENT SYSTEM & OTHER RESOURCE REQUIREMENTS:**

Continued use of SHEQ consultant until ISO accreditations

**HUMAN RESOURCES & TRAINING NEEDS:**

Hardware Engineer

Training expired - Abrasive wheels for some people. CPCS Lorry Loader running out in October for Dave and Lee

1. **Review of the effectiveness of training and training programs in place.** *Include opportunities for improvement for training.*

SklilStation now aligned to HERS,

1. **Review of suppliers.** *Discuss issues regarding suppliers of critical materials, hardware or software. Review supplier performance and any quality or delivery issues. Review open supplier corrective action notices issued since last meeting. Note any trends for individual suppliers. Indicate changes of supplier status or restrictions.*

None

1. **Review Operational Controls:**

**OPERATIONAL CONTROLS [HSEQ]**

Risk assessments being created. To be reviewed via email over coming weeks

???

**PROCESS PERFORMANCE AND PRODUCT CONFORMITY**

No non-conformities raised

**REVIEW OF INCIDENTS, ACCIDENTS AND COMPLAINTS STATISTICS [CAUSE ANALYSIS]**

None reported

**REVIEW OF MAINTENANCE ACTIVITIES**

Fire alarm, roller doors, aircon, fixed wiring

PAT testing progress?

**REVIEW EMERGENCY PREPAREDNESS**

Plan reviewed

Fire drill planned for September

1. **Review of the HSEQ Policies for current adequacy, and the need for changes to it.** Review the Policies to ensure it still represents the company’s goals.

HSEQ Polices reviewed and accepted as is.

HSEQ Polices need revision. Following changes recommended:

1. **Review of risks.** *Review the Risk Register within IMD001 Interested Parties and Analysis with a focus on managing the negative risks indicated therein, and assessing the effectiveness of actions taken to date.*

IMD001 reviewed

1. **Review of opportunities.** *Review the Opportunity Register within IMD001 Interested Parties and Analysis with a focus on managing the positive opportunities indicated therein, and assessing the effectiveness of actions taken to date.*

reviewed

1. **Status of corrective and preventive actions via the CAR System.** *Review overdue CARs. Review trends indicated by the CARs filed.*

069 reviewed

1. **Review Progress on Objectives and Targets and the extent in which objectives and targets have been met.**

Objectives reviewed.

1. **Status of corrective and preventive actions via the CAR System.** *Review overdue CARs. Review trends indicated by the CARs filed.*

Duplicate

1. **Update the Strategic Direction of the company***. Include or attach the updated Strategic Direction.*

None

1. **Discuss the overall performance of the IMS any changes to the company that may affect the IMS system.** Include new opportunities for improvement**.**

Stage 1 complete, evidence being built up using new processes and seems to be working well.

Helen leaving.

ERP system

1. **Note other recommendations for improvement to the company’s products, services, and/or IMS.** *Include explanation of any changes to the IMS that have been deemed necessary.*

IMD018 - Contract Inception Review discussed. Practicalities of how it would work with the way we currently run projects for site works was discussed. It was agreed that for Colas sign replacement works, one single project would be created that would have a CIR meeting and all subsequent call-offs by area would be covered by this as the customer or work requirement does not chhange by the area covered.

1. **Review environmental management performance.** *Use Environment Management Log to identify issues, areas of improvement and trends*

No issues

1. **Review and discuss any amendments to environmental management procedures to ensure effectiveness in reducing/preventing significant impacts on the environment**

System seems to be working well and has only recently been introduced.

1. **Note follow-up activities from prior Management Review issues.**

As above

1. **Set date for next Management Review:**

19/12/23

1. **CARs FILED:**

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| **Line Item or**  **CAR #** | **Corrective / Preventive OFI?** | **Nature of Issue** |
| TBC | OFI | Item 22. Begin to use a single project number for all Colas Sign replacement works. |
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1. **ITEMS FOR FOLLOW-UP AT NEXT MEETING***: Read through the entire minutes above and copy any items that need to be looked at again, or followed up on, at the next meeting.*