

HAJI GUL GROUP OF COMPANIES



Title: MANAGEMENT REVIEW PROCEDURE

Document #: HGGC/OM/SOP-02

Rev #

01

Effective Date 01-01-2022

Review Date 01-01-2025

REVISION HISTORY

Revision	Date	Change
00	January 01, 2022	Created
01	January 01, 2023	➤ Reformatting of the whole document. ➤ Précised Clause numbers. ➤ Add Records.
02	January 01,2024	Reviewed
03	January 01,2025	Reviewed

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Management Review Procedure

1. PURPOSE:

- 1.1 The purpose of this procedure is to review and evaluate the efficiency of the Management System, determine its continued correctness and capability.

2. SCOPE:

- 2.1 This system shall be applicable to all employees of **M/S HAJI GUL GROUP OF COMPANIES**.

3. DEFINITIONS:

- 3.1 **CEO:** "Chief Executive Officer"
 3.2 **DO:** "Director Operations"
 3.3 **OM:** "Operation Manager"
 3.4 **HSEQ:** "Health Safety Environment and
 3.5 Quality" **NC:** "Non-conformity"

4. RESPONSIBILITIES:

- 4.1 Top Management shall be responsible to arrange the resources which are required to execute all the action items.
 4.2 HSEQ Manager shall be responsible to develop minutes of the meeting of the management review.

5. PROCEDURE:

- 5.1 Following members shall need to attend management review meetings, they are also the members of the management review committee.
- **CEO or DO**
 - **DO**
 - **OM**
 - **HSEQ Manager**
 - **Maintenance Manager**
- 5.2 Following are the steps of the management review meeting:
- **CEO/DO shall start the meeting.**
 - **It is recommended that the meeting shall start from positive points and approaches.**
 - **Internal and external issues shall be discussed with attendees.**
 - **Every Manager shall require to present list of issues they are facing.**

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- Information on the performance and effectiveness of the management system.
- Customer satisfaction and feedback.
- Audit findings, NCs, and existing control measures and their effectiveness.
- Review of customer contractual requirements.
- Opportunities for improvement.
- Recommendations

5.3 REPORTING:

5.3.1 Minutes of the meeting shall be recorded and distributed to the committee members via mail.

5.4 FOLLOW-UP:

5.4.1 To improve the effectiveness of decided actions, the HSEQ Manager shall be responsible for follow-up all the actions until it will be closed

6. RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	Minutes of Meeting Form (MOM)	HGGC/HSEQ/FM002	1 Year

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Designation	Department	Date	Signature
Manager (Operations)	Operations	Jan 01st, 2022	

Reviewed by:

Designation	Department	Date	Signature
Manager (HSEQ)	HSEQ	Jan 01st, 2025	

Approved by:

Designation	Department	Date	Signature
CEO	All	Jan 01st, 2025	

HGGC**Haji Gul Group of Companies**