

<b>BOROSIL</b> Renewables	<b>BOROSIL RENEWABLES LIMITED</b>	DOC. NO: L2/003 ISSUE NO. / DATE: 01 / 12-02-2020
	<b>PROCEDURE FOR MANAGEMENT REVIEW</b>	REV. NO: 01
		REV. DATE: --01.07.2023

## 1. Purpose

To lay down steps for the management review

## 2. Scope

Documented IMS

## 3. Responsibility and Authority

MR has responsibility for the implementation of this procedure. MR reports to Factory Manager.

## 4. Details

S.N.	Activity	Responsibility	Reference and Records
4.1	Ensure that a management review meeting (MRM) is conducted at least once in six months, to be attended by RFHs and chaired by Director.	MR	-
4.2	Inform all the participants well in advance about the date of MRM.	MR	-
4.3	Ensure that the agenda for MRM includes the following.  * Minutes of previous MRM * Results of internal quality audit * Results of external quality audit * Customer feedback * Customer complaints * IMS objectives * Product nonconformities * Rejections at receiving stage * Accidents * Status of corrective and preventive actions * Changes that could affect the IMS * Resource needs * Review of IMS policy * Recommendations for improvement * Any other issues	MR	-

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4.4	Prepare minutes of MRM based on the deliberations during the MRM. Ensure that the minutes describe actions required, targets and responsibilities for action, to the extent possible.	MR	-
4.5	Follow-up to ensure compliance.	MR	-
4.6	Ensure that the minutes of MRM and other related documents are filed in a designated folder.	MR	MR/L4/016

## 5. Abbreviations

Abbreviation	Full Form
IMS	Integrated Management System
FM	Factory Manager
MR	Management Representative
RFH	Respective Functional Head
MRM	Management Review Meeting
SG	Solar Glass

## 6. Reference and Records

Section	Title
L1/9.3	Performance Evaluation
MR/L4/016	Management Review Meeting and Related Documents (Folder)

Revision No.	Description of Change made	Date	Approved by
01	Footer change	01.07.2023	MR

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