	BOROSIL RENEWABLES LIMITED	DOC. NO: L2/003
		ISSUE NO. / DATE: 01 / 12-02-2020
	PROCEDURE FOR MANAGEMENT REVIEW	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. <ul style="list-style-type: none"> * 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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