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	Document Classification:	Internal
	Effective Date	1 Aug 2025
MANAGEMENT REVIEW	Doc No	ISMS-PR-04
	Revision	1.0

AMENDMENTS LOG

Revision History

Version	Revision Author	Reviewer / Approver	Date	Summary of Changes
1.0	Nor Asfiah Binte Jamalludin (ISMS MR)	James Chia (CEO)	1 Aug 2025	Initial Release



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PURPOSE

The purpose of this procedure is to provide for a system for scheduling, conducting and recording management review of the Information Security Management System (ISMS).

SCOPE

This procedure addresses management review to ensure that the ISMS continues to be suitable, adequate, effective and aligned with the strategic direction of the organisation.

REFERENCE

ISO/IEC 27001 Standard 9.3 Management Review

DEFINITION

Management Review	An activity with the purpose of figuring out how well the ISMS is capable of achieving established objectives and determining if the ISMS continues to be suitable, adequate, effective, and aligned with the organisation's strategic direction.
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RESPONSIBILITIES & AUTHORITIES


The Top Management has the prime responsibility and approval authority for this procedure.

The Management Representative (MR) is responsible to ensure that information, trends, and indicators relating to review inputs are available.

PROCEDURE


1. The Top Management, MR, and relevant personnel (e.g., Department Representatives) shall sit down in a meeting to review the ISMS annually. Frequency may be adjusted based on the system's performance results.
2. The agenda for the Management is prepared by the MR and include the following inputs:

Item	Description
The status of actions from previous management reviews	Statement of whether actions have been completed or not and if not, what the next steps are

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Item	Description
Changes in external and internal issues relevant to the ISMS	Any significant changes in internal and external issues that have occurred since the last review that may have an impact on the ISMS and so need to be considered
Changes in needs and expectations of interested parties relevant to the ISMS	Any significant changes in needs and expectations of interested parties that have occurred since the last review that may have an impact on the ISMS and so need to be considered
Information security performance	<ul style="list-style-type: none"> - Status of nonconformities and corrective actions - Noteworthy items from monitoring and measurement results, particularly exceptional results (good or bad) and whether targets are being met - Results of any audits carried out - Fulfilment of objectives - Supplier performance
Feedback from interested parties	Comments from interested parties relevant to the ISMS e.g., management, employees, customers, partners and suppliers, regulatory bodies
Results of risk assessment and status of risk treatment plan	Changes to risk levels, including any new threats or vulnerabilities; progress on risk treatment plan
Opportunities for continual improvement	Update the plan and summarise progress for existing improvements; identify new opportunities
Resource planning	Review of resource adequacy and main activities scheduled for the next year

3. The following actions need to be taken by the MR in preparation for the management review:
 - a. Include additional agenda items as necessary.
 - b. Ensure that supporting information required for the meeting is updated by the appropriate person, available and distributed to all attendees, including (not exhaustive):
 - i. Internal and external audit reports
 - ii. Risk assessment and treatment plans
 - iii. Monitoring and measuring reports
 - iv. Continual improvement logs
 - v. Information security objectives monitoring results
 - vi. New or updated ISMS documentation e.g., policies, procedures and/or control measures to ensure information security
 - c. Distribute the agenda for the meeting.
 - d. Ensure that required resources such as meeting room with projector or videoconference facilities, and nominated minute-taker are available.
4. Outputs of the management review include decisions and actions related to:

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- Continual improvement opportunities
- Any need for changes to the ISMS
- Resource needs

5. Meeting minutes are recorded by the assigned minute-taker and are distributed to the attendees and absentees, if any. The MR shall maintain the *ISMS-PR-04-F1 Management Review Meeting Report*.

FORMS

ISMS-PR-04-F1 Management Review Meeting Report