



**The Inspection Technology and
Quality Assurance National Institute**

MANAGEMENT REVIEW PROCEDURE ITQAN-MP-14

According to ISO 9001: 2015, ISO 14001:2015 and ISO 45001:2018 requirement

ITQAN Institute



MANAGEMENT REVIEW PROCEDURE

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MANAGEMENT REVIEW PROCEDURE

1. PURPOSE:

The Management Review Procedure outlines the structured process through which the management team evaluates the implementation and continuous maintenance of the QHSE Management Systems at ITQAN Institute. The primary objective of this procedure is to ensure that ITQAN Institute's management systems effectively contribute to achieving the organization's objectives while complying with ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 standards.

2. REFERENCE DOCUMENTS:

ISO 9001: 2015 Clause 9.3
 ISO 14001:2015 Clause 9.3
 ISO 45001:2018 Clause 9.3

3. SCOPE:

The Management Review Procedure covers the systematic and periodic evaluation of ITQAN Institute's Quality, Environment, and Safety Management Systems. This process includes reviewing the effectiveness, suitability, and alignment of these systems with the ITQAN's objectives and regulatory requirements. The scope of this procedure spans across all departments, units, and functions within ITQAN Institute.

4. DEFINITIONS:

- **Quality, Environment, and Safety Management Systems:** Integrated systems established to manage quality, environmental, and safety aspects of ITQAN Institute's operations in accordance with ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 standards.
- **Managing Director:** The top executive responsible for overseeing ITQAN Institute's overall operations and strategic direction.
- **Department/Unit Heads:** Individuals responsible for managing and leading specific departments or units within ITQAN Institute.
- **QHSE Management Representative:** The designated individual responsible for coordinating and managing quality, health, safety, and environmental aspects within ITQAN Institute, including the management review process.

5. RESPONSIBILITY:

The responsibilities for the Management Review Procedure are distributed among the following individuals:

- **Managing Director:** Oversees the overall management review process and ensures the effectiveness and suitability of the management system.
- **Department/Unit Head:** Participate in the review meetings, provide relevant data, and contribute to discussions on their respective departments or units.
- **QHSE Management Representative:** Coordinates and manages the management review process, prepares reports, and ensures follow-up actions.

6. PROCEDURE SEQUENCE:	
Managing Director	6.1. The QHSE Management System shall be evaluated and reviewed once in year and upon the completion of each cycle of Internal Audit.
	6.2. The “Invitation for Meeting “shall be issued; to all the Department/Unit Managers, Supervisors, and other special invitees; at least 15 days prior the meeting schedule.
	6.3. Extraordinary Management Review shall also be conducted to review any critical aspects on QHSE improvement.
	6.4. The review meeting agenda includes, but is not limited to, the following points: <ul style="list-style-type: none"> • Results of Internal Audits. • Review Policy and Objectives. • Client Complaints and feedback. • Action taken-previous management review output. • External Internal issues relevant to Quality, Environment and Safety. • Risk and opportunity relevant to Quality, Environment and Safety. • Significant environmental aspects. • The need and expectation of interested parties including compliance obligation. • Performance of external service provider. • Suppliers/Contractors’ performance. • Accident/Incident suggestion. • Quality, Environment and Safety Performance. • Analysing planned changes and looking for improvements. • Collecting recommendations from attendees for improvements.
Mgmt. Representative	6.5. Compile and issue relevant data and analysis reports on agenda points in Para 4.4 for review before the Management Review.
	6.6. Establish Management Minutes of Meeting Report (ITQAN/MR/23) with records of meeting participation.
Managing Director	6.7. Ensure suitability and effectiveness of established management system during the Management Review. Assess opportunities for system improvement and initiate necessary actions.
Mgmt. Representative	6.8. Appoint a meeting presiding officer to ensure full coverage of the agenda.
	6.9. Record proceedings of the review meeting in Management Review Action Report (ITQAN/MR/24).
	6.10. Distribute completed minutes of the meeting to participants and relevant personnel involved in implementing decisions.
	6.11. Initiate corrective and preventive actions based on Management Meeting Report for non-conformities and quality management system improvements.
	6.12. Obtain implementation and maintenance status of initiated actions from respective personnel.
	6.13. Verify and report implementation status of actions to the Managing Director.

7. REVIEW AND IMPROVEMENT:

The Management Review Procedure shall be periodically reviewed and updated by the QHSE Management Representative to ensure its continued effectiveness and alignment with ITQAN Institute's objectives and regulatory requirements.

This Management Review Procedure ensures a systematic and comprehensive approach to evaluating and improving the Quality, Environment, and Safety Management Systems, aligning ITQAN Institute's operations with its objectives and regulatory standards.

8. ASSOCIATED DOCUMENTS:

- Management review Meeting (ITQAN/MR/23)
- Management review action report (ITQAN/MR/24)