



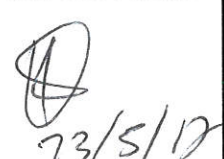
Dhafir

Development & Contracting L.L.C.

INTEGRATED MANAGEMENT SYSTEM PROCEDURE – MR01

MANAGEMENT REVIEW MEETINGS

Approval Details

Date	Rev No.	Prepared	Reviewed and Approved	
May 20, 2017	2	Mr. Joju M  20/5/17	Mr. Ziad Chaghouri  21/5/17	Mr. Elie Saikali  23/5/17

Revision History

S.No.	Rev No.	Month/Year	Clause	Revision Description
0	0	May'11	All	First Issue
1	1	Aug'12	All	Typographical errors are corrected
2	2	May'17	6.3	Some inputs for MRM are added

Management Review Meetings	Rev 2, May'17
-----------------------------------	----------------------

CONTENTS

1	SCOPE/ PURPOSE
2	PROCESS OWNER
3	STANDARD FORM TO BE USED
4	DEFINITIONS/ ABBREVIATIONS
5	NOTES
6	PROCEDURE
7	ATTACHMENTS

Management Review Meetings

Rev 2, May'17

1.0 SCOPE/ PURPOSE

This procedure defines the steps to be followed in conducting Management Review Meetings in order to review the suitability and ongoing effectiveness of the Company's Integrated Management System.

2.0 PROCESS OWNER

General Manager (O) and Management Representative are responsible for this procedure.

3.0 STANDARD FORM TO BE USED

MRM Action Log

- Form # MR01/1

4.0 DEFINITIONS/ ABBREVIATIONS

- 4.1 **DDC:** Dhafir Development & Contracting L.L.C.
- 4.2 **IMS:** Integrated Management System
- 4.3 **GM(O):** General Manager (Operations)
- 4.4 **MR:** Management Representative
- 4.5 **MRM:** Management Review Meeting

5.0 NOTES

Nil

6.0 PROCEDURE

	Process	Initiator/Responsibility
6.1	Ensure that Management Review Meetings are conducted at least twice a year.	GM (O)
6.2	Send a memo attached with the agenda (as outlined in Clause 6.6.3) to the following invitees for holding of the Management Review Meeting at least one week prior to the meeting: <ul style="list-style-type: none">Representatives from each area of the CompanyOther invitees as appropriate	GM (O)

Management Review Meetings

Rev 2, May'17

	Process	Initiator/Responsibility
6.3	<p>In each meeting the following issues will be reviewed:</p> <ul style="list-style-type: none"> • Review of the minutes of the last Management Review Meeting. • Review/ achievement of Company's stated policies and objectives • <u>Risks and Opportunities action status</u> • Results of internal/ external IMS audits • Client feedback & complaints • Nonconformities, Corrective and preventive actions status • Process performance and product conformity • HSE Incidents reports • HSE Performance • Supplier/ Subcontractor performance & control • Evaluation of legal compliances • Communication with external parties/ <u>interested parties</u> • Changes <u>in external and internal issues</u> that could affect the IMS (<u>compliance obligations, HSE aspects, risks and opportunities, needs and expectation of interested parties, etc.</u>) • Identification/ review of training needs • Adequacy of Resources • <u>Opportunities for improvements/ enhancements</u> to the IMS • Any other subjects important to be discussed 	GM (O)/ MR
6.4	<p>Minute the meeting and indicate actions required to improve the IMS performance, products/service quality to meet client requirement and client satisfaction. Circulate the minutes to all invitees.</p>	MR
6.5	<p>Maintain/ update a log of actions agreed upon, including preventive action measures on MRM Action Log (Form # MR01/1) with the name of the person responsible for carrying out the action, and the proposed target dates.</p>	MR
6.6	<p>Follow up on preventive action measures/ other actions as agreed upon and ensure its close out in a timely manner.</p>	MR

7.0 ATTACHMENTS

Nil