	OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM	Document No.: HSP-MNG-1
	PROCEDURES	Revision No.: 00
	TITLE: PROCEDURE FOR MANAGEMENT REVIEW	Effective Date: 20-10-2016
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1.Scope: Applies to whole of OHS Management System of POWER GRID COMPANY OF BANGLADESH LTD.


2.Purpose: To ensure continuing suitability, adequacy and effectiveness of OHSMS in the organization

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq. / Time	Output
1.0	The Management Review committee conducts management review of the organization for reviewing the suitability, adequacy and effectiveness of the OHS Management System at regular interval.				
1.1	Following persons are the Management Review Committee Members: MD, All Executive Directors, All Chief Engineers, All General Managers, DGM (Audit), Company Secretary. MR will act as member secretary of the committee.		Managing Director, MR		Formation of Committee for review
1.2	A notice is served at least seven days before the meeting. In case of emergency or special reasons, three days notice is given but cause is mentioned. Meeting is coordinated after discussion with MD.		MR		
1.3	Following are the agenda/input of the Management Review Meeting: 1. results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes 2. the results of participation and consultation; 3. relevant communication(s) from external interested parties, including complaints; 4. the OH&S performance of the organization; 5. the extent to which objectives have been met; 6. status of incident investigations, corrective actions and preventive actions; 7. follow-up actions from previous management reviews; 8. changing circumstances, including developments in legal and other requirements related to OH&S; and 9. recommendations for improvement.		MR		Required Review Out put are: -Improvement in OHS Management System, -Improvement in process -Improvement of product, -Resource needs. -Improvement in the OHS system
1.4	Managing Director chairs meeting and all the points as per agenda are discussed. In his absence Executive Director, O&M will chair the meeting. The action plans are highlighted on the various issues along with the target dates and responsibility.		MD, MR		

Reviewed by (MR):

Approved by (MD):

M. An

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2.0	Management Review Process				
2.1	Management Review Meeting is scheduled to be held at least once in every three months.		MR	Quarterly	Implementation of Management Reviews
2.2	Decisions in the meeting are recorded in Minutes of Meeting and copies are circulated within three days of the meeting.		MR		Output of review HSF-MNG-01
2.3	Decisions on deployments of objectives & achievement of objectives are reviewed				HSF-MNG-02 HSF-MNG-03
2.3	Minutes of meeting covers at least the following: a) OH&S performance; b) OH&S policy and objectives; c) Improvement of the effectiveness of the OH&S management system and its processes, d) OH&S performance e) Resource needs and f) Other elements of the OH&S management system.		MR		
2.4	Records of Management Reviews are maintained.		MR		Records are maintained in the minutes of the meeting HSF-MNG-01
2.5	Decisions of Management Review meetings are implemented.		MR, Divisional & Departmental Heads		
3.0	Progress of implementation of reviews are checked during internal audit and reported		MR	At least twice in a year	Evaluation of review system
4.0	Actions are taken on the basis of reports.		MR		Improvement
5.0	Procedure for Management Review is reviewed and checked during internal audits.		GM, DGM, MR	During audit	Review of review system
6.0	The audit findings will be placed before Managements Review Committee meeting along with the recommendation for improvement.		MR		Review of Internal audit findings
7.0	Actions are taken on the basis of evaluation.		GM, DGM, MR	When required	Improvement

Reviewed by (MR):

Approved by (MD):

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