	VINATI ORGANICS LIMITED		
	EHS MANDATORY PROCEDURE		
	PROCEDURE FOR MANAGEMENT REVIEW MEETING	EHS Procedure	15
		Issue Date	27-09-2010
		Review Date	25-01-2012
Clause No.		4.6	

1.0 PURPOSE

To establish and maintain a system for reviewing the effectiveness of implemented Environmental, Occupational Health & Safety Management Systems and review the implementation of stated policies / objectives and compliance level to applicable regulatory and statutory requirements.

2.0 SCOPE

Applicable to all aspects of EHS Management System at Vinati Organics Ltd. Lote - Parshuram

3.0 DEFINITION

MRM - Management Review Meeting

4.0 RESPONSIBILITY

C.O.O. – As Chairman of Management Review Committee.
 Management Representative (MR- EHS) for the preparation of Agenda for the review meeting, organizing the meeting, preparation of the minutes, keeping records of the review meetings, follow up of the corrective actions and reporting to the C.O.O. regarding the status.


5.0 PROCEDURE

The participants of the Management Review meeting are: -

Sr.	Activity	Responsibility
5.1	The Management Review is carried out once in Six month or earlier depending upon status of implementation. The Management Representative shall send the Agenda for the meeting in advance.	E M.R.
5.2	The Agenda for Management Review shall cover the requirements of ISO 14001:2004 & OHSAS – 18001:2007 as given below.	E M.R.
5.3	Review of actions taken on minutes of last meeting of Management Review Meeting. Review of summary of EHS Management System. Audit Reports and corrective actions. Review of performance of various Environmental, Health & Safety Management Programme (s) to determine the extent of fulfillment of objectives and targets including those for continual improvement, environment, occupational health & safety improvement. Review of accident / emergency situations, nonconformities in product, process and Environment / EHS Management system and corrective / preventive action initiated to prevent recurrence.	EHS - Coordinators

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5.4	Review of complaints or communication from / to statutory bodies, Certification Bodies, public or other agencies and their resolution. Review of EHS Policy, objectives and targets to meet changing circumstances including laws / regulations and relevant notifications, process modifications, new equipment, expansion programmers etc. towards commitment to continual improvement and improved EHS performance.	
5.5	Review of training / HRD activities including training effectiveness for Occupational Health & Safety issues. Review of the status of existing significant aspects / risks Any resource requirements. Review of the minutes of meetings / improvement recommendation made during central EHS committee meetings. Summary of the task observations and deficiency found. Recommendations for improvement including that from departmental EHS meetings are take to mean as supplementary departmental management review meetings for issues relevant to each concerned area.	
5.6	Any other points. NOTE: - The reports / data to be reviewed as per annexure Management Representative prepares the minutes, as an output of the Management Review Committee meeting. After approval the same is circulated to all concerned for necessary action. The minutes of MOM includes decision and actions related to possible change in EHS policies, objectives, targets & programmers, continual improvement issues related to EHS and resource requirements , if any Follow up for timely completion of actions is maintained by MR-EHS with the persons responsible for action.	

SR. NO.	TITLE	RETENTION
1.	Minutes of meeting for Management Review	3 YEAR

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ISO - 14001& OHSAS 18001	REPORT / INFORMATION / DATA TO BE REVIEWED	REF. DOC / REMARKS
4.1	- Review of adequacy of documented system - Review of Minutes of last Management - Review Meeting	
4.2	- Environmental Health & Safety Policy	EHS Policy
4.3	- Significant environmental aspects & risks - EHS Management Programmers, Objectives and Targets. - Compliance to Legal Requirements - Projects / New or Revised Processes & review for EHS Programmers	List of significant aspects / risk. • List of Management Programme & Objectives. • Legal Compliance register, Consents, authorization, returns / reports, Inspectorate report, correspondence, • Inspection certificates relevant clearance / inspection certificates.
4.4	1. Adequacy of structure & responsibilities. 2. Review of Training needs. 3. Adequacy of communication system based on emergency encountered and preparedness & feedback received. Review of Operational controls.	- Mock drill / inspection reports
4.5	Performance / monitoring indices. Review of accidents / incidents and related data & status. Review of external / internal complaints. Review of non-conformities and their corrective & preventive actions. Review of planned inspection summary Audit reports	- Task observation/ inspection report

6.0 REFERENCES

7.0 RECORDS

ID / Format No	Description	Storage Location	Retention Period	Disposition Authority	Disposition Method
List of EMP	Dept. EMP	EHS- coordinators	3 Year	EHS- coordinators	Shredding / Delete

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