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|  KALYANI | ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURE | Doc. No. : EMSP-16 |
| | MANAGEMENT REVIEW | Rev. No. : 00 |
| | | Date : 02.04.16 |
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1.0 PURPOSE:

To establish, implement & maintain a procedure for conducting Management review of Environmental Management System established in line with ISO 14001:2015.

2.0 SCOPE:

Applicable to all the elements of Environmental Management System established at KFL.

3.0 RESPONSIBILITY:

Top Management is accountable to conduct Management Review Meeting.
EMS MR is responsible to co-ordinate for conducting the Meeting.

4.0 DEFINITIONS:

EMS MRM - Management Review Meeting


5.0 PROCEDURE:

5.1 The EMS MRM will be conducted at least once in 6 months. Managing Director chairs the meeting and co-ordination work is done by EMS MR who will fix up the date and time for the meeting after consulting with the CFT & Implementation Team Members.

5.2 The EMS MRM will discuss the continued suitability; adequacy and effectiveness of the established EMS Management System based on the following agenda points.

| S. No. | Agenda | Details of In-put data | Submitted by | Periodicity |
|--------|---|---|--------------|-------------|
| 1. | Results of EMS Management System - Internal/External Audit | Statistics of audit results and corrective action and its effectiveness | EMS MR | 6 Month |
| 2. | Changes in the external and internal issues relevant to EMS | Review report by EMS committee | EMS MR | 6 Month |


| | Prepared By | Reviewed By | Approved By |
|-------------|---------------------|----------------------|------------------|
| Signature | | | |
| Name | Mr.Santosh Kasalkar | Mr.Kiran Ambike | Mr.K.V.L.N.Murty |
| Designation | Asst.Manager-SHE | EMS MR & VP-QA, Engg | C.E.O |
| Date | 02.04.2016 | 02.04.2016 | 02.04.2016 |

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| 3. | Legal and other requirement | Results of evaluation of compliance with legal and other requirements | Legal Team | 6 Month |
| 4. | EMS Participation & consultation | Results of safety committee minutes | HR | 6 Month |
| 5. | Concerns, relevant communication from Interested Parties (external and internal) | Suggestion reports/ complaints / letters/emails / Interested Party Feed Back Register. | Safety Officer/HR & EMS MR | 6 Month |
| 6. | EMS Policy & status of Objective | Controlled copy of Policy and Objectives & Management programmes | HODs /EMS MR | 6 Month |
| 7. | EMS performance | Graphical representations of Key characteristics / objectives | EMS MR | 6 Month |
| 8. | Status of incident investigation and Corrective action | Incident report and Corrective action Report | EMS MR / HOD's / Safety Officer | 6 Month |
| 9. | Status of decisions taken in previous EOHS MRM | Minutes and follow up action of previous Management Review Meeting | EMS MR | 6 Month |
| 10. | Change Management | Change in Compliance obligations / Change in needs and expectations of interested parties / change in risk and opportunities/changes in its significant aspects. | Safety officer /HR/ EMS MR | Annually |
| 11. | Recommendations for improvement | Out come of EMS MRM discussions / suggestion by EOHS MR to improve EMS MS | EMS MR | 6 Month |

5.3 The minutes of the MRM covers actions taken and actions pending for follow-up with regard to continuing suitability and effectiveness of EOHS in relation to changing conditions,

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information and commitment to continual improvement, need for changes to policy, objectives, EMS Performance & other elements of EMSMS.

5.4 The Minutes of the Management Review Meeting (EMS-F-12) is recorded in Management Review Record and maintained by EMS MR as per procedure for Control of Records. Copies are circulated to all the committee members for effective and timely action.

5.5 The results of out puts from Management review is communicated to all concerned.

6.0 DOCUMENT / RECORD REFERENCE:

| S. No. | Document /Record Description | Reference No. |
|--------|------------------------------|---------------|
| 1 | Management Review Minutes | EMS-F-12 |

| | Prepared By | Reviewed By | Approved By |
|-------------|---------------------|----------------------|------------------|
| Signature | | | |
| Name | Mr.Santosh Kasalkar | Mr.Kiran Ambike | Mr.K.V.L.N.Murty |
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