

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY PROCEDURES			
	TITLE: PROCEDURE FOR MANAGEMENT REVIEW								
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**1.Scope:** Applies to the whole of POWER GRID COMPANY OF BANGLADESH LTD.

**2.Purpose:** To ensure continuing suitability, adequacy and effectiveness of QMS in POWER GRID COMPANY OF BANGLADESH LTD.

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq. / Time	Output
1.0	Plan for conducting Management Review is as follows.				
1.1	Management Review is carried out by Management Review Committee		MD, MR	Quarterly	
1.2	Following persons are the Management Review Committee Members: MD, DHRM, DO&M, DP&D, DF, GM (FIN, P&A, SO, P, TRAN-1 & 2 ), SCCOM, DGM P&D, DGMADT, DGMHRM, MR, DMRs		MD, MR		Formation of Committee for review
1.3	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 & Directors		MR		
1.4	Following are the agenda/input of the Management Review Meeting: 1.Matters arising 2.Progress Review of the Previous decisions/Action plans 3.Internal Audit Results 4.Corrective and Preventive Actions 5.Customer Complaints/ Feedback 6.Process Performance and Product conformity 7.Achievements of objectives and review of quality policy and objectives 8.Changes in QMS 9.Recommendations for Improvement 10. Any other business		MR		Review Out put are: -Improvement in QMS, -Improvement in process -Improvement of product, -Resource needs.
1.5	Management Review Meeting is scheduled at least once in every three months.		MR	Quarterly	Implementation of Management Reviews
2.1	Managing Director chairs meeting, in case of his absence any Director will chair the meeting, and all the points as per agenda are discussed. The action plans are highlighted on the various issues along with the target dates and responsibility.		MD, MR		
2.2	Minutes of the meeting are taken and copies are circulated within three days of the meeting.		MR		Review output QF-MNG-01
2.3	Minutes of meeting covers at least the following: a) Decision on delayed actions proposed in the last meeting. b) Decision on the audits reports c) Decision on proposed and/or executed Corrective and Preventive Actions d) Decision on Customer Complaints/ Feedback e) Achievements of objectives f) Improvement of the effectiveness of the quality management system and its processes, g) Improvement of product related to customer requirements, and h) Resource needs.		MR		

Reviewed by (MR):



Approved by (MD):



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2.4	Records of Management Reviews are maintained in the form of minutes of the meeting.	QP-DCL-1	MR		QF-MNG-01
2.5	Decisions of Management Review meetings are implemented.		MR, Functional Heads		
3	Progress of implementation of reviews are checked during internal audit and reported		MR	Quarterly	Evaluation of review system
4	Actions are taken on the basis of reports.		MR		Improvement
5	Procedure for Management Review and its effectiveness after implementation of its decisions will be checked and reviewed during internal audits.		MR	At least once a year	Review of review system
6	Actions will be taken to improve the system on the basis of review		MR	At least once a year	Improvement

Reviewed by (MR):



Approved by (MD):

