	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	Procedure for Management Review Meeting		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/PRO/ MRM/01
	Issue Date: 01/06/2023	Revision Date: 01/06/2023	Page 1 of 2

1. OBJECTIVE

This standard operating procedure describes the process for the performance of Management Reviews of **MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE (MITS)**

2. SCOPE


This SOP is applies to management of **MITS** involved in the preparation or performance of Management Review of **MITS**

3. RESPONSIBILITY

- 3.1 Top Management
- 3.2 EOMS Coordinator & team
- 3.3 All Department HODs

4. PROCEDURE

- 4.1 The EOMS Coordinator shall arrange an annual Management Review Meeting. This shall take place at least annually twice but may occur more frequently if seemed appropriate by the top management of MITS.
- 4.2 The Management Review shall be attended by the Principal, HODs of All Departments.
- 4.3 The EOMS Coordinator, shall issue an agenda, minutes of previous Management Review and any relevant papers and reports at least one week prior to the agreed date.
- 4.4 The Management Review shall include:
 - 4.4.1 Review of findings from any regulatory inspections.
 - 4.4.2 Review of non-conformances and observations raised during internal audits.
 - 4.4.3 Review of non-conformances and observations raised during monitoring.
 - 4.4.4 Systematic findings and trends noted in audit and monitoring.
 - 4.4.5 Effectiveness of Corrective and Prevention action
 - 4.4.6 Possible areas of improvement and future development of the EOMS policy.

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4.4.7 Review of EOMS Manual for effectiveness.

4.4.8 Review of EOMS objectives for effectiveness.

4.4.9 Staff training

4.4.10 Resource issues concerning the EOMS

4.4.11 Review of feedback and satisfaction surveys.

4.4.12 Planned assessment and regulatory inspections.

4.5 EOMS Coordinator shall ensure minutes and an action table are generated. Action points shall have a timescale assigned (one month, unless exceptional circumstances).

5.0 RECORD: Minutes of MRM EOMS-MITS/MRM/FRM/01