JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)			
PROCEDURE FOR MRM			
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AMENDMENT RECORD

AMENDMENT			DISCARD		INSERT	
Sl No	Date	Description	Page No.	Rev. No.	Page No.	Rev. No.

	POSITION	SIGNATURE	DATE
Prepared by	AM-ISO CELL		
Verified and Approved by	QMS COORDINATOR		

1.0 PURPOSE:

The Management Review process requires that the QMS is reviewed Management at planned by top intervals to ensure continued system effectiveness and alignment with quality policy and objectives.

2.0 SCOPE:

The Management Review shall examine the organization's quality management system to Ensure its continuing suitability, adequacy and effectiveness.

3.0 RESPONSBILITIES:

3.1 **Vice chairman** - Review of effectiveness of implementation of quality system during MRM.

3.2 **QMS COORDINATOR** – is responsible for

- Conduct Management Review Meetings periodically.
- Coordinate and Steer the proceedings of Management Review Meetings

3.3 **Assistant Manager ISO- CELL** - Assistant Manager ISO - CELL will be assisting the QMS coordinator in the effective implementation of the system

4 DEFINITIONS

Management Review - A structured meeting that must take place at regular intervals to discuss the functioning of the quality system and to take action to correct it when necessary.

5.0 PROCEDURE FOR MANAGEMENT REVIEW MEETING

5.1 MRM Plan shall be prepared annually.

5.2 The Vice chairman shall conduct Management Reviews once in 6 months (Twice per year) All elements of the ISO 9001:2015 standard shall be audited.

5.2 Agenda shall circulate to all HOD's at least *6 days* prior to the Meeting.

5.3 The "inputs" into the management review shall include information on:

A) Results of audits,
Internal Audits used to verify compliance with ISO 9001:2015

B) Customer feedback,
Review Customer Concerns/Complaints information.

C) Process performance and product conformity,
- Review Quality Objectives data.
- Review Final Inspection results
- Review Analysis of Data information.

D) Non conformity & correction
All customer complaints are addressed and appropriate corrective action taken to resolve the issues in a timely manner.

E) Follow-up actions from previous management reviews,
Review assigned actions in the prior Management Review and report on status.

F) Changes that affect the quality management system, and
- Review the Quality Policy for continuing suitability, adequacy and effectiveness.
- Review ISO 9001 QMS manual and procedure changes.

G) Recommendations for improvement
Identify business improvement opportunities.

H) Performance of external provider
Discuss Supplier performance rating and review Approved Vendors list.

I) The effectiveness of actions taken to address risks and opportunities.
Discuss on current risk & opportunities & review rating

5.1.4 The "output" from the management review shall include any decisions and actions related to:

A) Improvement of the effectiveness of the quality management system and its processes,
Record evidence of continuous improvements

B) Improvement of product related to customer requirements, and
- Record product improvements being made and/or implemented

C) Resource needs
- Provision of Resources review input
- Infrastructure review input
- Work Environment review input

5.1.5 AM-ISO Cell shall maintain records of Minutes of Meeting.

6.0 CLOSING REVIEWS

Management Review Meeting Action Items shall be closed only after all Corrective actions have been completed, and follow-up by QMS coordinator has been done to verify the effectiveness of the corrective action.

7.0 LIST OF RECORDS

Sl No	Record Name	Responsibility	Retention period
01	Annual MRM Plan	QMS Coordinator	2 years
02	Agenda		2 years
03	Minutes of MRM		2 years

JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)	
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ANNUAL MRM PLAN
JAL/R&E/MRM/F/01

	Month											**Year:**	
Activities	Planned/ Actual	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
MRM	P												
	A												

NOTE: MRM once in 6 months

Legend:
P – Planned
A – Actual

Signature of QMS coordinator

RETENTION PERIOD – 2 years

JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)	
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AGENDA FOR MANAGEMENT REVIEW MEETING OF

QMS AS PER IS/ISO 9001:2015

Format No. JAL/R&E/MRM/F/02

DATE:

TIME:

VENUE:

NAME OF THE PERSON CHAIRING THE MEETING:

	REVIEW INPUT:	
1	Results of audit	
2	Customer feedback	
3	Process performance	
4	Product conformity	
5	Customer complaint status	
6	Internal non conformity & corrective Action	
7	Follow-up actions from previous MRM	
8	Changes that could affect the QMS	
9	Recommendation for improvement	
10	Review of Quality Policy and departmental objectives	
11	Performance of external provider	
12	The effectiveness of actions taken to address risks and opportunities	
	REVIEW OUTPUT:	
1	Improvement of QMS and its processes.	
2	Improvement of product to customer requirement.	
3	Resource needs	

Date:

Signature of QMS coordinator

Retention period 2 years

JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)	
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MINUTES OF MANAGEMENT REVIEW MEETING

Format No. JAL/R&E/MRM/F/03

Members Present:

Duration:

I. REVIEW INPUT:

1. Results of audit:
2. Customer Satisfaction Index.
3. Process performance.
4. Product Conformity.
5. Status of Customer Complaints.
6. Status of Internal non conformity and corrective actions.
7. Follow-up actions from previous MRM:
8. Review of quality policy and departmental objectives:
9. Performance of external provider:
10. The effectiveness of actions taken to address risks and opportunities
11. Recommendation for improvement
12. Changes that could effect QMS

II. REVIEW OUTPUT:

1. Improvement of the effectiveness of the quality management system and its processes.
2. Improvement of product related to customer requirement:
3. Resource needs:

Prepared by: Verified by Approved by:

Retention period 2 years