

Ref: CINTRA/SOP/009.00	Date of issue: 07 Nov 2017	Next review date: 06 Nov 2020
Title : CINTRA SOP on Management Review		
Audience : Persons-in-charge of implementing or assist in the implementation of Occupational Safety and Health Management System at the workplace		

1. **Aim**

To establish a system for carrying out of a Management Review of the Occupational Safety and Health Management System (OSHMS) in the CINTRA. The Management Review shall be a continual improvement process applied to the OHSMS to achieve overall improvement in safety and health performance and review the suitability, adequacy and effectiveness of the system.

To define a procedure for management review that ensures continuing suitability, adequacy and effectiveness of the occupational health & safety management system.

2. **Scope**

This SOP is applicable to CINTRA in the implementation of the Management Review at the workplace.

3. **Definitions**

CINTRA – refers to the CNRS International-NTU-Thales Research Alliance

Management Representative (MR) - refers to the management staff appointed by the Centre Director to oversee the implementation of the OSHMS in CINTRA. This person is the Deputy Chairman of CINTRA Safety Committee, Dr Dinh Xuan Quyen.

OSHMS - refers to the Occupational Safety and Health Management System of CINTRA.

RP - refers to the appointed Responsible Person in-charge of maintaining the relevant OSHMS records for CINTRA. This person is CINTRA's Safety Officer, Dr Muhammad Danang Birowosuto.

Shall - indicates an essential requirement.

Should - indicates a recommendation.

Workplace - refers to the place where a person is employed to work.

4. Responsibilities

4.1 The Management Representative (MR) shall ensure that:

4.1.1 he or a designated representative is responsible to identify the key characteristics to be monitored.

4.1.2 he or a designated representative is responsible to maintain monitoring results and initiate corrective actions for non-compliance.

4.1.3 he or a designated representative is responsible for the Management Review of the quality and occupational health & safety system to ensure its continuing suitability, adequacy, effectiveness and continual improvement.

4.1.4 the Management Review Meeting shall be chaired by him or a designated representative with attendance comprising of the one of the Committee Members in CINTRA Safety Committee.

4.2 The RP shall:

4.2.1 support the CINTRA on the management review process.

4.2.2 provide advice to MR's in relation to issues over the management review inputs and outputs.

5 Procedures

5.1 The management review shall be conducted at least once a year. The management review shall be co-ordinate by the MR or a designated representative with attendance comprising of the one of the Committee Members in CINTRA Safety Committee.

5.2 The OSHMR or his designate representative shall notify the Committee Members concerned with regard to the date, time, place and agenda prior to the scheduled date for management review.

5.3 The management review inputs may include:

- Review OSHMS policy for any required changes;
- Actions from last review;
- OSH performances and communications (legal compliance or complaints);
- Audit results and status of C/PAR;
- Incident statistics and action plan;
- The extent to which objectives have been met;
- Changing circumstances (e.g. triggered by legal changes);
- Recommendation for improvements; and
- Next year's objectives.

6. Management Review Planning

Management Review agenda should be prepared and circulated at least one (1) week before for finalization of Review items and inputs.

7. Frequency of Management Review Meeting

The Management Review Meeting shall be held once a year.

8. Objectives of the Meeting

8.1 To review and ensure the continuing suitability, adequacy and effectiveness of the OSH Management System (OSHMS).

8.2 To assess improvement opportunities and the need for OSH changes.

9. Meeting Inputs

The Inputs to Management Review may include current performance and improvement recommendations related to the following:

- Results of internal audits and evaluations of compliance with applicable legal & other requirements and with other requirements to which the organization subscribes;
- The results of the participation & consultation;
- Relevant communication(s) from external interested parties, including complaints;
- The OSH performance of the organization;

- The extent to which objectives have been met;
- Status of incident investigations, corrective actions & preventive actions;
- Follow up actions from previous management review;
- Changing circumstances, including developments in legal & other requirements related to OSH; and Recommendations for improvement.

10. Meeting Outputs

The outputs from management review shall be consistent with the organization's commitment to continual improvement and shall include any decision and actions related to possible changes to:

- OSH performance
- OSH policy & objectives
- Resources
- Other elements of the OSH management system

11. Documentation

- 11.1 The Minutes of the Management Review Meeting (**Appendix 1**) shall be submitted to CINTRA Management Committee and upload to the CINTRA Safety Website.
- 11.2 The CINTRA Management Committee shall consider and initiate document revisions and the Management Representative shall ensure dissemination of the relevant documents to all relevant parties.

Appendix 1

Minutes of CINTRA Management Review Meeting

Date:

Time:

Venue:

Present:

Name	Designation

Absent with Apologies:

Name	Designation

AGENDA:

1. Review of OSH policy & OSH Objectives

Recorded by:

Approved by:

Version History

This Table below reflects the summary of changes made to the document. The full change information is indicated with yellow highlight in the document content.

Revision	Section	Details of Change	Document Author	Effective Date	Approved
0.0	N.A	Initial Release	Dr Muhammad Danang	06 Nov 2017	Dr Dinh Xuan Quyen