

**1. PURPOSE AND SCOPE**

To establish and maintain a system of reviewing HSEMS at planned intervals by Top Management, to ensure its continuing suitability, adequacy & effectiveness. Senior management will review the performance of HSE indicators and provide adequate feedback and support in terms of resources, developing skill & competency and financial aid to mitigate business risk and reap benefits from opportunities.

**2. APPLICABILITY:**

Applicable at Sterling & Wilson Projects and Operation & Maintenance

**3. RESPONSIBILITIES:**

MA, Business HSE, HODs

**4. DEFINITION OF TERMS**

- **Top management:** Person or group of people who directs and control an organization at the highest level.
- **Performance:** Measurable result
- **Continual improvement:** Recurring activity to enhance performance.

**5. DESCRIPTION OF PROCEDURE:**

The management review meeting is conducted after the completion of internal audits and/or reviews on data captured through an online HSE tool every (6) six months. Below are the steps to be followed for conducting the management review meeting:

Inputs	Process	Output	Resp
<ul style="list-style-type: none"> <li>• the status of actions from previous management reviews.</li> <li>• changes in external and internal issues that are relevant to the HSEMS, including:                             <ul style="list-style-type: none"> <li>a) the needs and expectations of interested parties.</li> <li>b) legal requirements and other requirements.</li> <li>c) risks and opportunities.</li> </ul> </li> <li>• the extent to which the HSE policy and the HSE objectives have been met.</li> <li>• information on the HSE performance, including trends in:                             <ul style="list-style-type: none"> <li>- incidents, nonconformities, corrective actions, and continual improvement.</li> <li>- monitoring and measurement results.</li> <li>- results of the evaluation of</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• meeting is scheduled once a year,</li> <li>• meeting invite will be sent by MA to all attendees along with the agenda</li> <li>• Meeting attendees shall include Top Management, HODs, MA, Business HSE</li> <li>• Presentation of HSE performance to top management by MA</li> <li>• Discussions on action plans, resource requirements and effectiveness of stakeholder engagement</li> <li>• Decision-making by top management based on the inputs from HODs, Business HSE &amp; MA</li> </ul>	<p>Decisions and discussions will be conducted on</p> <ul style="list-style-type: none"> <li>- continuing suitability, adequacy, and effectiveness of the HSEMS.</li> <li>- opportunities for continual improvement.</li> <li>- the need for changes to the HSEMS if any, including resources, processes, etc</li> <li>- Actions, if needed, when HSE objectives have not been achieved.</li> <li>- opportunities to improve integration of the HSEMS with</li> </ul>	<p>MA will be responsible to ensure Management Review is carried out in accordance with this procedure and will take necessary support from business HSE to obtain necessary information on HSEMS. Presentations and MOM circulation for the MRM will be done by the MA.</p>

<p>compliance with legal requirements and other requirements.</p> <ul style="list-style-type: none"> <li>- audit results.</li> <li>- consultation and participation of workers.</li> <li>- risks and opportunities.</li> </ul> <ul style="list-style-type: none"> <li>• adequacy of resources for maintaining an effective HSEMS.</li> <li>• relevant communications with interested parties.</li> <li>• opportunities for continual improvement.</li> <li>• Operational team meetings discussing HSE performances</li> </ul>	<ul style="list-style-type: none"> <li>• HSE Safety reviews by operations every 2 months</li> <li>• Operational Business reviews including HSE</li> </ul>	<p>other business processes, if needed.</p> <ul style="list-style-type: none"> <li>- any implications for the strategic direction of the organization.</li> <li>- Top management through MRM MOM will communicate the relevant outputs of management reviews to workers, and, where they exist, worker's representatives.</li> </ul>	
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**6. FORMATS APPLICABLE:**

Sr. No.	Format No.	Title
1.	SW/HSE/F405	Management Review- minutes of meeting
2.	NA	Presentations made in the MRM