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PURPOSE

To ensure that management reviews are conducted to ascertain the continuing suitability and effectiveness of the QMS and ISMS.

SCOPE

This process is applicable to the management reviews of OEC.

REFERENCE

None

RESPONSIBILITY

Management Representative is responsible for initiating the Management Review Meeting, preparing an agenda for the meeting, conducting the meeting, and ensuring implementation of the action plans decided during the meeting.

PROCEDURE / DESCRIPTION OF ACTIVITIES

Refer to the flow chart for the detailed activity steps

FORMATS / EXHIBITS

Record Number	Record Title	File Name	Location of Record	Responsibility	Retention Period
OEC-MR-MR-F-01	Minutes of Management Review	Minutes of Management Review	MR's Office	MR	3 years

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