ITG RESOURCES FZCO

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

MANAGEMENT REVIEW PROCEDURE

ROLE	NAME	SIGNATURE	DATE
PREPARED BY	XUEQI ZHANG		16 OCT 2026
APPROVED BY	BINGHUANG CHEN		20 OCT 2026

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	20 Oct 2026	Original issue.	GENERAL MANAGER

1. PURPOSE:

The purposes of this QHSE system:

- To coordinate and control the activities of the QHSE being carried out by different functional groups in the company.
- To review the performance of the QHSE at regular intervals.
- To provide a system and instructions, and to assign responsibilities for internal communication regarding Integrated Management System.

2. SCOPE:

This procedure is applicable to:

- All departments whose management personnel take part in the meetings of management.
- Internal communication of QHSE policy, operational procedures, work instructions, suggestions and feedback from the personnel and performance of the QHSE management system.

3. RESPONSIBILITIES & AUTHORITIES:

- GENERAL MANAGER chairs, the management review meetings. In his absence, QHSE Representative chairs the meeting.
- QHSE Representative prepares the agenda and minutes of the review meetings.
- QHSE Representative is responsible for the follow-up of the decisions taken in the meeting to ensure their completion in the specified time frame.
- QHSE Representative is responsible for ensuring implementation of the internal communication systems and for coordinating related activities.

4. PROCEDURE

4.1. General

The company's top management has established a management review committee to coordinate and control the activities of the QHSE being carried out by different organizational functions in the company and to periodically review and evaluate the performance of the Integrated Management System.

4.2. Frequency

The Management Review meetings are conducted at least once in year after the execution of internal audit. Unscheduled meetings may be called at any time on the direction of QHSE representative.

4.3. Attendance

The management review committee meeting is chaired by GENERAL MANAGER and attended by the following members:

a) GENERAL MANAGER
b) Management Representative
c) Managers

In the absence of GENERAL MANAGER, the QHSE Representative chairs the meeting. Those managers who are unable to attend may send representatives in their place. The absent managers will receive minutes of the meeting.

4.4. Inputs to Management Review Meetings

The agenda of the management review committee meeting is prepared by the QHSE Representative a week before the meeting and is distributed to all the members mentioned above.

The inputs to management review meetings include:

- QHSE policy & objectives
- Results of QHSE audit reports
- Customer feedback.
- Process performance and product conformance.
- Status of preventive and corrective action regarding QHSE.
- Follow-up actions from earlier management reviews.
- Changes that could affect the QHSE management system.
- Recommendations for Improvements regarding QHSE.
- Resource Needs
- Incident / Accident
- Environmental Issues
- Legal Compliance

4.5. Output of the Management Review Meetings

The minutes of the management review meetings are prepared by the QHSE Representative within two or three days after the meeting and then distributed to the members.

The minutes include decisions related to:

- Improvement of Integrated Management System and its processes
- Improvement of product related to customer requirements.

- Resource needs

4.6. Follow up of the meeting

QHSE Representative is responsible for the follow up of the decisions taken in the meeting to ensure that the decisions are implemented in the time frame specified.

4.7 Internal Communication Channels

The channels for internal communication include:

- Meetings
- Training sessions
- Posters/Display Boards
- Computer Network/Intranet
- Internal office memos

4.8 Communication of QHSE Policy

QHSE Policy is documented in the QHSE manual and is internally communicated to the employees through poster displays and orientation sessions. QHSE policy is a controlled document and any revisions of the policy are communicated through document change proposal.

4.9 Communication of QHSE Procedures

QHSE procedures are controlled documents and the latest issues of procedures are communicated to all persons in controlled distribution list. The QHSE procedures are communicated through internal training sessions. The QHSE procedures may also be computerized and made available on an internal computer network.

4.10 Communication of QHSEMS Performance

Performance of QHSE management system is reported in QHSE audit report. This report is presented in the management meetings. In addition, the QHSE Representative in the management meetings also reports on the status of NCR. Product QHSE trends are represented statistically and displayed on the notice boards.

4.11 Suggestions & Feedback from Personnel

Personnel at all levels are encouraged to report problems related to QHSE management system and offer suggestions on how to improve environmental performance. They may communicate these problems or suggestions to their concerned departmental heads through Notification of Management Review.

5. RECORDS / DOCUMENTS:

QHSE Policy	IMS-MR-F01
Management Review Committee	IMS-MR-F02
Notification of Management Review	IMS-MR-F03
Management Review Minutes	IMS-MR-F04
Organization Chart	IMS-MR-F05

ITG ITG RESOURCES FZCO	**MANAGEMENT REVIEW COMMITTEE**	Effective Date: 20 Oct 2026	
		Document Code: IMS-MR-F02	
		Rev. No.00	Ref #:

Member	Position	Contact No.
BINGHUANG CHEN	MANAGER	0581887268
QIANQIAN WU	HEAD OF HR&ADMIN	0562850428
YANYUN ZHANG	FINANCIAL MANAGER	
HABIBULLA MEERASHA	SALES MANAGER	

ITG ITG RESOURCES FZCO	NOTIFICATION OF MANAGEMENT REVIEW	Effective Date: 20 Oct 2026	
		Document Code: IMS-MR-F03	
		Rev. No.00	Ref #:

S. No.	NAME / DESIGNATION	SIGNATURE
1.	BINGHUANG CHEN / MANAGER	
2.	QIANQIAN WU / HEAD of HR & ADMIN	
3.	YANYUN ZHANG / FINANCIAL MANAGER	
4.	HABIBULLA MEERASHA / SALES MANAGER	
5.		
6.		

Please be advised that there will be management Review Meeting.

Date: _____

Time: _____

Place: _____UAE OFFICE_____

The agenda will include:

- Results of Audit
- Follow-up actions from previous management reviews
- Customer Feedback
- Process performance and conformity
- Non-conformity Report and status of corrective actions
- Changes that could affect the quality manual system
- Recommendations for improvement
- Improvement of the effectiveness of the QHSE and its processes
- Improvement related to Client’s requirements
- Resource Needs
- Incident / Accident
- Environmental Issues
- Legal Compliance

ITG ITG RESOURCES FZCO	**MANAGEMENT REVIEW MINUTES**	Effective Date: 20 Oct 2026	
		Document Code: IMS-MR-F03	
		Rev. No.00	Ref #:

MEETING LOCATION:	**MEETING DATE:**	**MEETING TIME:**
PREPARED BY:	**MEETING #:**	**SHEET #:**

ATTENDED BY:

NAME	DEPARTMENT	SIGNATURE
BINGHUANG CHEN	MANAGEMENT	
QIANQIAN WU	MANAGEMENT	
YANYUN ZHANG	FINANCIAL MANAGEMENT	
HABIBULLA MEERASHA	SALES MANAGEMENT	
DEĞER GÜZEL	SALES MANAGEMENT	
SIQI CHEN	RISK ASSESSMENT	

S.NO	MINUTES	RESPONSIBLE	DEADLINE