

IMS Management Review

MRM No.: 09

Date: 28th April 2016

Time: 3 P.M.

Venue: Board Room, H.O

Members present:

Meeting was chaired by MD and attended by FA, SE (Designs), SE (South), CAO, Management Representative, Chief Coordinator ISO & ISO Consultant.

Management review Agenda –

An agenda was sent to all concerned prior to the review.

- Follow-up actions from previous management reviews
- Results of IMS audits
Results from audits and evaluation of compliance with legal requirements & with other requirements to which the organization subscribes
- Communications from external interested parties, including complaints.
- The extent to which objectives and targets have been met
- Changing circumstances such as change in organization structure, legal and other requirements related to aspects or hazards, new technological options and any action that is necessary to remedy any deficiency,
- Progress made in respect of achieving quality and environmental policy and IMS objectives set at functional levels (depending upon the target time set) including environmental performance, and
- Recommendations for improvement

Management Review Input –

- Objective Achievement status April 15– March 16
- Results of Internal Audit (April 2016)
- Customer complaints
- Data related to Power consumption, paper consumption, and new initiatives energy conservation.

Management review Details

1) Follow-up actions from previous MRM

Sl. No.	Action Planed	Action Initiated and current status
1	A committee is formed to study the feasibility for version 2 of PMS. To be followed up.	Committee is formed but no decision is taken yet on the version 2 of PMS. Still in the draft stage.
2	Contractor performance to be evaluated for each project. The completed evaluation report using prescribed form to be submitted along with final bill. The format needs modification to include objective type of rating.	No progress on this as EE contracts are changed quite frequently. To be followed up further
3	New record room to be planned in the proposed new building.	Building construction is almost completed. Provision for record room is provided.
4	Agency to be identified for digitizing the documents.	Feasibility for digitization is considered by the management. Quotations from prospective agencies are obtained. Decision yet to be taken.
5	Release of revised documents for implementation	Documentation completed. Waiting for approval from MD.
6	Electric car is being thought off. This service may be utilized to pick up and drop to office	After feasibility, the project is dropped.
7	All the buildings under Police Gruha 2020 projects, LED 20	This is followed for all the buildings.

	watts tube light fittings are planned instead of T-5 (28 watts) fittings.	
8	Roof top solar lighting system is planned in corporate office premises.	Still in review stage.

2) Results of external audit

Surveillance audit from IQC conducted on 15-19 October 2015. During the audit, 05 nonconformities have been identified. The cause for nonconformities have been analysed and corrective action submitted to IQC. The corrective action have been accepted and the effectiveness will be verified during the subsequent audit.

3) Results of internal audit and evaluation of compliance with legal Requirements

Internal audit was originally planned in March 2016 but postponed to April because of financial year end. Eventually the audit was completed between 04 – 16 April 2016. During the last internal audit, Head Office along with Davanagere (including electrical sub division) , Mangalore, Hasan, Belguam and Gulburga were covered.

Audit results, copy enclosed **Annexure 1:**

- Number of nonconformities reported: 06
- Number of observations reported: 07
- Areas of concern (as reported by the audit team):

Management reviewed each of the NC's and observations reported during the audit. MR expressed his concern related to effectiveness of internal audit and the auditor as the findings noted by the auditors are not reported adequately.

Top management reviewed the status and informed MR to arrange a training session to the internal auditors before the next internal audit and inform the effectiveness of the action taken.

Legal compliance register is reviewed. Majority of the requirements are related to getting license/approval from departments which is been maintained at division offices where ever necessary. However it is instructed to all officers that a project wise file to be maintained related to legal requirement showing compliance.

Emission testing and noise monitoring from DG set is carried out by external agency. From the report it is evident that air emission and sound emission is within control. It is also advised to all division offices to monitor the noise level when excavation or material movement in major projects.

MD informed that KSPHC is venturing into construction of multi storied buildings in future. The legal requirements related to construction are to be reviewed further and aspect & impact register also needs further review. MR to coordinate with concerned officials and update the legal register when the project gets underway.

4) Communications from / to external interested parties, including Complaints

- a) The aspect and impact register along with list of significant aspects have been made part of KSPHC website for public viewing.
- b) No complaints received from external interested parties regarding environmental impact of KSPHC operations / activities – either thru' e-mails or any other mode.
- c) Complaints are handled from division level. There is no significant complaints received since last review.

7) The extent to which objectives and targets have been met

Performance against set objectives for 2015-16 (April to March 2016) analysed during the meeting. Refer Annex for status of objective achievement. As per the data, targets for most of the objective have not been achieved. Performance on Time over run needs improvement. Based on the analysis it was decided to maintain the same targets for 2016-17. The monitoring to be continuous.

EMS Performance:

A presentation was made by electrical division on achievement of objectives.

As per the information provided, Newly constructed projects, Kotthanur, Bagalur and COP, LED 2 X 2 modular and LED street light fittings are used. All the AHS III and

K-Safe, Pg-2020 works, solar water heater are used. For all the new projects, energy savings T5 (28 watts) tube light fittings and CFL lamps are used.

As earlier planned, following are completed.

- Newly constructed contract division office in HO, LED 36 watts 2x2 fittings and LED street lights are used. After renovation of admin, account section and electrical sub division, energy saving T5 tube light fittings are used.
- To save energy and improve energy efficiency, in selected police stations in Bangalore, the existing fluorescent fittings are replaced by T-5 and LED street lights are taken up. This project was in coordination with KREDL.

New projects planned.

- All the buildings under Police Gruha 2020 projects, LED 20 watts tube light fittings are planned instead of T-5 (28 watts) fittings.
- Roof top solar lighting system is planned in corporate office premises.

The electrical consumption data for last four years analysed. The report is part of the annex. The trend shows there is a decrease in the consumption because of energy saving fittings.

8) Status of corrective and preventive actions

Corrective actions for the internal audit NC's which was carried out during the month of April 2016 are reviewed. All the six nonconformities have been closed by MR based on the compliance report from the respective subdivision. Since the nonconformities are implementation related, it was felt no real system change/corrective action is required.

MD informed MR to have a regular follow up on the corrective action implemented and asked MR to keep him apprised on the developments.

The corrective actions to the NCs of external audit are submitted to certification body. The plan is accepted by the CB and effectiveness of implementation will be verified during next surveillance audit.

Preventive actions

- None identified as on date.

9) Changing circumstances such as change in organization structure, legal and other requirements related to aspects or hazards, new technological options and any action that is necessary to remedy any deficiency.

No structural change in organization set up is anticipated. A project on construction of multistoried building is planned. The legal requirements and aspect & impact to be reviewed by MR. The project is at tendering stage.

10) Review of IMS policy

Management has reviewed the IMS policy and it is felt that policy is suitable for current operation and hence no change is recommended.

11) Recommendations for improvement

Following improvements have been achieved since last management review.

- PMC concept has been planned for Police gruha & major buildings
- New building is being completed to improve the office space and record room.
- As part of CSR, skill development program in association with ILFS, a Govt of India initiative. Training for ten batches is already completed.
- ESI registration is under progress.

Management Review Output

Action Plan

1. A committee is formed to study the feasibility for version 2 of PMS. To be followed up.
2. Contractor performance to be evaluated for each project. The completed evaluation report using prescribed form to be submitted along with final bill. The format needs modification to include objective type of rating.
3. New record room to be planned in the proposed new building.
4. Agency to be identified for digitizing the documents.
5. Roof top solar lighting system is planned in corporate office premises.
6. Training for internal auditors

Syed Nayeem Ahmed
Management Representative