



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

STANDARD OPERATION PROCEDURE – MANAGEMENT REVIEW


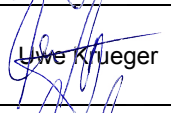
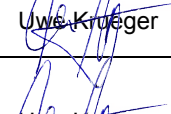
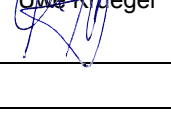
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COMPANY PROPRIETARY INFORMATION

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Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev. No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
1	(Pg. 4) Change of makeup of Management Review committee. HSELQ Director to lead Management Review.	HSE Working Group	Michael Ford	 Uwe Krueger	2 nd December 2014
2	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford	 Uwe Krueger	1 st April 2015
2	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford	 Uwe Krueger	1 st April 2015
3	(All pages) – Full review and re-write.	HSE Working Group	Michael Ford 19 April 2015 <i>Michael Ford</i>	 Uwe Krueger	19 April 2015

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1.0 INTRODUCTION & PURPOSE

Management Review Meetings are designed to ensure that all HSE related functions are reviewed at the highest possible level and that all levels of management affecting HSE are made aware of changes, updates, revisions, verification activities and policies. The Management Review will take the form of a formal, recorded meeting under the leadership of the HSELQ Director and staff/Management Representative designated by the Lusail Senior Management.

The purpose of this procedure is to understand the methods used to review the Health, Safety and Environment System that is in operation and evaluates how the system is functioning for continuous improvement. Meetings will be held a minimum of annually.

2.0 SCOPE

This procedure applies to all Management Review Meetings, including their associated documentation.

3.0 OBJECTIVES

- To establish that the HSE Management System is achieving the expected results, continuing to conform to the standard, and functioning in accordance with the established Operating Procedures.
- To expose irregularities or defects in the System, identify weaknesses and make recommendations for continual improvement.
- To review the effectiveness of previous corrective actions
- To review the adequacy and suitability of the HSE Management System for current and future operations.
- To review the finding of internal / external audits and identify any areas of recurring problems.
- To review the reports of non-conformities and evaluate trend information.
- To review training requirements. Analyze all the above for trends and make appropriate improvements

4.0 DEFINITION & ABBREVIATION

- **Management Review:** A structured meeting that must take place at regular intervals to discuss the functioning of the HSE Management system of the Lusail project and to take action to correct it when necessary.
- **Management Review Team (MRT):** compose of HSELQ Director or appointee and representatives from the Senior Management team.

5.0 ROLES & RESPONSIBILITIES

5.1. DEPARTMENT DIRECTOR (HSELQ)

It is the responsibility of the HSELQ Director to conduct regular Management Review Meetings and ensure that this procedure is carried out.

5.2. MANAGEMENT REPRESENTATIVE (MR)

It is the responsibility of the Management Representative / Management Appointee to direct and administer the operational steps of this procedure and to maintain all documentation for management reviews. The MR will be responsible for distributing information to all parties.

6.0 PROCEDURE

- 6.1. Management reviews are held a minimum of once annually and more often as deemed necessary by the Management Review Team.
- 6.2. Management reviews are held to ensure the HSE management system's continuing suitability, adequacy, and effectiveness in satisfying the requirements of OSHAS 18001, the HSE Policy and Objectives.
- 6.3. Management reviews include assessing opportunities for improvement and the need for changes to the HSE management system, including the HSE policy and objectives.
- 6.4. MRT to conduct a formal management review, the majority of the members must be present.
- 6.5. The Management Representative schedules the meeting and notifies team members.
- 6.6. The Management Representative collects information and summary reports and provides copies to the members of the management review team one week before the scheduled meeting.
- 6.7. The input to management reviews shall include information on:
 - Results of internal audits and legal compliance audits.
 - The results of participation and consultation.
 - Relevant communications from interested parties.
 - OHS performance
 - Results of KPI's and programmes.
 - Status of incident investigations and corrective actions.
 - Follow ups form previous meetings
 - Changing circumstances with the work environment and legislation changes.
 - Recommendations for improvement.

The outputs from these meetings should include any decisions made regarding:

- OHS performance
 - OHS Policy & Objectives
 - Resource requirements
 - Other elements of the OHS Management system
- 6.8 Minutes are taken at each meeting, recording discussions, decisions and actions and due dates assigned. Data and reports that are reviewed are attached to the minutes of the management review meeting.
 - 6.9 The minutes, with attached data and reports, are maintained as a record of management review.

7.0 MODEL REVIEW MEETING AGENDA

- A.** Apologies for Absence.
- B.** Minutes of Previous Meeting.
- C.** Review of Corrective Actions from Previous meeting.
- D.** Review of General Actions from Previous Meeting.
- E.** Changes to the HSE General Requirements
- F.** Review Results of audits, preventive and corrective action
- G.** Proposed HSE Management System Improvements/Modifications. (Including objectives and policy)
- H.** Scheduled Internal Audit Program.
- I.** Contractor's performance.
- J.** Staff training needs review.
- K.** Review of infrastructure and work environment
- L.** Any other business.
- M.** Date and Time of Next Meeting. The Management Representative will produce documentation (including analyses, reviews, proposals, etc.) for circulation to participants. The content of the meetings will be formally documented and recorded by the Management Representative. These records will be made available to External Assessors.