

HEXATECH ENGINEERING SDN. BHD.	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 4
	<b>Management Meetings Procedure</b>	Revision No.: 0		Document Ref: AD-PRO-02

Purpose:	To outline by which management meetings are planned and conducted. There are basically three types of meetings conducted i.e. Management Review Meeting, Internal Communication Meeting and Operations Meeting.
Scope:	This procedure cover management meetings held to discuss any matters related to management review, internal communication and operational aspects of managing the Company's production activities.
ISO Reference:	MS ISO 9001:2015 Clause No. 7.4, 8.2.3, 9.3

Step	Activity	Responsibility	Reference
1	<p>Ensure the following management meetings are conducted:</p> <ul style="list-style-type: none"> <li>a. <u>Management Review Meeting</u> – held at a minimum frequency of once a year for the purpose of reviewing the effectiveness of the Company's Quality Management System.</li> <li>b. <u>Internal Communication Meeting</u> – held at a minimum frequency of once a year for purpose of creating quality values at both the top management and staff levels via effective communications.</li> <li>c. <u>Project Meeting</u> – held on the need basis to discuss matters relating to implementation and management of the Company's M&amp;E product and service provision requirements.</li> <li>d. <u>Business Development Review Meeting</u> – held on the need basis to discuss review the M&amp;E projects achieved or potential and required follow up actions.</li> <li>e. <u>Other Meetings</u> – held on as required basis.</li> </ul>	<p>IM</p> <p>AE</p> <p>PM</p> <p>MD/CM</p>	
2	MD to issue instruction for IM or AE to give notice or memo or email for attending of management meeting to relevant personnel and include: Date - Time - Venue – Meeting Chairman & Secretary - Agenda.	MD	Notice / Memo / Email



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	<ul style="list-style-type: none"> <li>- Changes to working terms &amp; conditions.</li> <li>- Interpersonal communication.</li> <li>- Benefits &amp; welfare.</li> <li>- Sport &amp; recreation activities.</li> <li>- Other relevant matters.</li> </ul> <p>c. <u>Project Meeting</u></p> <ul style="list-style-type: none"> <li>- Minutes of previous meeting (if any).</li> <li>- Company business outlook.</li> <li>- Company QMS procedure implementation &amp; effectiveness.</li> <li>- Company project statistical compilation.</li> <li>- Company project related matters.</li> <li>- Adequacy of project resources.</li> <li>- Outsourced vendor performance.</li> <li>- Other relevant matters.</li> </ul> <p>d. <u>Business Development Review Meeting</u></p> <ul style="list-style-type: none"> <li>- Minutes of Previous Meeting</li> <li>- Overall M&amp;E Project Achievement</li> <li>- Tender &amp; Contracts</li> <li>- Business Development Strategy</li> <li>- Tender Enquiries Not Send Out Yet</li> <li>- Quotations To Customer – Status</li> <li>- Contracts Awarded by Customer &amp; Unsuccessful Contract Award</li> <li>- Customer Service &amp; After Sales Support</li> <li>- Service Request – Status</li> <li>- Customer Complaints - Status</li> <li>- Customer Satisfaction Survey - Follow Up Actions</li> <li>- Other Relevant Matters</li> </ul>	PM	
4	Ensure that all attendees record their attendance on the Attendance List.	IM/AE/MD	Attendance List
Step	Activity	Responsibility	Reference

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5	To conduct the meeting in accordance to the suggested agenda above and decide on actions to be taken. The agenda is subject to change based on its meeting requirements.	IM/AE/MD	Agenda
6	Writes the minutes of meeting as instructed. The writing of minutes of meeting for management review meeting and internal communication meeting are <u>compulsory</u> whereas for production meetings and other meetings, the writing of minutes of meeting are <u>optional</u> subject to the decision of the meeting Chairman.	Meeting Secretary	Minutes of Meeting
7	At the end of the meeting, the Secretary will request the Chairman to determine the time, date and venue of the next meeting (if required).  Obtain the Chairman's verification and approval signature on the minutes of meeting before distributing the minutes.  Distribute minutes of meeting to all attendees and relevant personnel (including AE) for information, implementation and action as required.	Meeting Secretary	Minutes of Meeting
8	File and maintain copy of minutes as per Company Filing Index (CFI).	AE	Minutes of Meeting
9	For subsequent meetings, the next appointed Secretary is to make available minutes of previous meeting (if any) for further discussion and action.	IM/AE/MD	Previous Minutes of Meeting

End