

IMS Management Review

MRM No.: 10

Date: 10th November 2016

Time: 3 P.M.

Venue: Board Room, H.O

Members present:

Meeting was chaired by FA in the absence of MD. The meeting is attended by CE, 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 16– Sep 16
- Results of Internal Audit (Sep 2016)
- Customer complaints
- Data related to Power consumption, paper consumption, and new initiatives energy (management programs) 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 completed. Provision for record room is provided. Interiors are being completed
4	Agency to be identified for digitizing the documents.	Quotations from prospective agencies are obtained. Decision yet to be taken.
5	Roof top solar lighting system is planned in corporate office premises.	Feasibility completed. Waiting for approval from MD. After feasibility it was decided to take up the project on a pilot basis for 1KW
6	Training for internal auditors	Additional training completed before the internal audit in September. The training was more focused on the practical approach and report writing.

2) Results of external audit

No external audit was planned since last management review. The next surveillance audit from IQC is planned from 21 Nov to 23 Nov. The detailed program is yet to be obtained. FA and CE has instructed the MR to coordinate and see that the audit is conducted smoothly.

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

The last internal audit was completed during 19-21 Sep 2016. 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 Bangalore (Urban & Rural), Hasan, Koppal and electrical subdivision at Bangalore were covered.

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

- Number of nonconformities reported: 07
- Number of observations reported: 37
- 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 satisfaction over the effectiveness of the internal audit conducted. As discussed during the last review meeting, a training was provided to all the internal auditors. Training was more focused on report writing. Lot of evidences were provided during this internal audit.

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 Sep 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.

EMS Performance:

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

As per the information provided,

1. Newly constructed DPO building at Yadgiri, Officers chambers at DG&IGP office Bengaluru, KSPH&IDCL Annexure building Bengalure, the LED 2' x 2' modular fittings and Down lighters are used and LED floodlights are used at Indoor Stadium Mysore.
2. All the residential projects under AHS-III, K-Safe and PG -2020 works Solar water heater are used.
3. For all the new projects residential and non-residential building energy savings T5 (28 watts) tube light, LED street lights fittings and star rated transformers are used.

As earlier planned, following are completed.

1. LED Tube lights fittings for the projects PG 2020 and Non-Residential Buildings.

To save energy it is proposed to provide 20 watts LED tube light fittings and LED bulbs for the all the projects of residential and non-residential buildings instead of T-5 28 watts tube lights fittings are considered.

2. Solar Water Heaters for the projects PG 2020 and other projects.

For implementation of energy saving for all the project of PG-2020, K-Safe works, Hostel blocks, Barracks and Guest house the solar water heaters are used instead of electrical Geysers.

3. LED streetlights fittings.

For yard lighting energy efficient 65 watts LED streetlights are proposed for the KSRP campus at Kudlu and other non-residential buildings instead of 150 watts Metal Halide streetlights fittings.

4. Roof Top Solar Power Systems.

To use of natural resources the roof top solar power systems is proposing for Police Stations and other new projects wherever feasible.

New projects (Management Programs) planned.

- Provision of Roof top Solar power systems to KSPH&IDCL corporate office Bangalore
- Provision of Roof top Solar power systems to Police Public School at Mysore.

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 and found that all the NC's were closed. Corrective action for the 07 NC's raised during the internal audit in Sep reviewed. Out of the 07 nonconformities,

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 30 batches is already completed covering plumbing & electrical as the skill area. Till date almost 1070 people were trained. New training topic Driving has started.
- 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.

Syed Nayeem Ahmed
Management Representative