

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Annex U - Management Review Reports			Document Ref: OHSMS-09U

Purpose:	To maintain a controlled master record of all OHSMS management review meeting minutes and reports issued since the OHSMS launch on 1 Sept 2026.
Scope:	This Annex is a record register only and applies to approved management review meeting minutes/reports; agendas, input papers, attendance, decisions and action evidence remain in their referenced controlled files.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u> : Approves resources and reviews significant OHSMS performance and improvement matters. (2) <u>Executive Director (ED)</u> : Oversees implementation and verifies this controlled record. (3) <u>ISO Manager (IM)</u> : Maintains the master record, coordinates inputs and controls supporting files. (4) <u>Safety and Health Officer (SHO)</u> : Validates OH&S information, results, findings and effectiveness. (5) <u>Head of Department (HOD)</u> : Provides accurate departmental records and completes assigned actions. (6) <u>Project Manager (PM)</u> : Provides accurate project records and completes assigned actions.
ISO Reference:	MS ISO 45001:2018 Clause 9.3

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 9.3

Abbreviation & Definition	
ED	Executive Director
HOD	Head of Department
IM	ISO Manager
MD	Managing Director
MRM	Management Review Meeting
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	<u>Master Record Administration</u> 1.1 Commencement Date All approved management review minutes/reports issued from 1 Sept 2026 shall be recorded in this Annex.	IM / SHO	OHSMS-07N; OHSMS-07O

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Step	Activity	PIC	Reference
	1.2 Record Integrity Each entry shall carry a unique MRM reference and shall not be deleted. Amendments shall remain traceable. 1.3 Supporting Files Approved minutes, attendance, inputs, decisions and action evidence shall be retained in the stated file reference. 1.4 Status Updating The IM shall update action and next-review status using the approved minutes and action tracker.		
2.1	<u>Management Review Meeting Record 1</u> MRM Report No.: _____ Meeting Date: _____ _____ Review Period: _____ Chairperson: _____ _____ Principal OHSMS Results / Conclusions: _____ _____ Key Decisions / Improvements: _____ _____ Actions Raised: _____ Closed: _____ Outstanding: _____ _____ Next Review Date: _____ Minutes Approval Date: _____ Minutes / Report File Reference / Link: _____ _____	IM / MD / ED	Management Review File
2.2	<u>Management Review Meeting Record 2</u> MRM Report No.: _____ Meeting Date: _____ _____ Review Period: _____ Chairperson: _____ _____ Principal OHSMS Results / Conclusions: _____ _____ Key Decisions / Improvements: _____ _____ Actions Raised: _____ Closed: _____ Outstanding: _____ _____ Next Review Date: _____ Minutes Approval Date: _____ Minutes / Report File Reference / Link: _____ _____	IM / MD / ED	Management Review File

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Step	Activity	PIC	Reference
2.3	<u>Management Review Meeting Record 3</u> MRM Report No.: _____ Meeting Date: _____ _____ Review Period: _____ Chairperson: _____ _____ Principal OHSMS Results / Conclusions: _____ _____ Key Decisions / Improvements: _____ _____ Actions Raised: _____ Closed: _____ Outstanding: _____ _____ Next Review Date: _____ Minutes Approval Date: _____ Minutes / Report File Reference / Link: _____ _____	IM / MD / ED	Management Review File
2.4	<u>Management Review Meeting Record 4</u> MRM Report No.: _____ Meeting Date: _____ _____ Review Period: _____ Chairperson: _____ _____ Principal OHSMS Results / Conclusions: _____ _____ Key Decisions / Improvements: _____ _____ Actions Raised: _____ Closed: _____ Outstanding: _____ _____ Next Review Date: _____ Minutes Approval Date: _____ Minutes / Report File Reference / Link: _____ _____	IM / MD / ED	Management Review File
2.5	<u>Management Review Meeting Record 5</u> MRM Report No.: _____ Meeting Date: _____ _____ Review Period: _____ Chairperson: _____ _____ Principal OHSMS Results / Conclusions: _____ _____ Key Decisions / Improvements: _____ _____ Actions Raised: _____ Closed: _____ Outstanding: _____ _____ Next Review Date: _____ Minutes Approval Date: _____ Minutes / Report File Reference / Link: _____ _____	IM / MD / ED	Management Review File

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Step	Activity	PIC	Reference
2.6	<u>Management Review Meeting Record 6</u> MRM Report No.: _____ Meeting Date: _____ _____ Review Period: _____ Chairperson: _____ _____ Principal OHSMS Results / Conclusions: _____ _____ Key Decisions / Improvements: _____ _____ Actions Raised: _____ Closed: _____ Outstanding: _____ _____ Next Review Date: _____ Minutes Approval Date: _____ Minutes / Report File Reference / Link: _____ _____	IM / MD / ED	Management Review File
2.7	<u>Management Review Meeting Record 7</u> MRM Report No.: _____ Meeting Date: _____ _____ Review Period: _____ Chairperson: _____ _____ Principal OHSMS Results / Conclusions: _____ _____ Key Decisions / Improvements: _____ _____ Actions Raised: _____ Closed: _____ Outstanding: _____ _____ Next Review Date: _____ Minutes Approval Date: _____ Minutes / Report File Reference / Link: _____ _____	IM / MD / ED	Management Review File

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026
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