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	SYSTEM PROCEDURES MANUAL		QMS-06	
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1.0 Objective

To provide a formal and regular review of the QMS in order to determine its continuing suitability and effectiveness in implementing the company's QMS policy and objectives.

2.0 Scope

This procedure covers the periodic review of the QMS and any other activities and development in the company that affect the performance of the management system. The detailed flowchart mainly refers to the second-level Management Review.

3.0 Definition of Terms


Management Review – management assessment of the continuing suitability and effectiveness of the QMS.

4.0 References

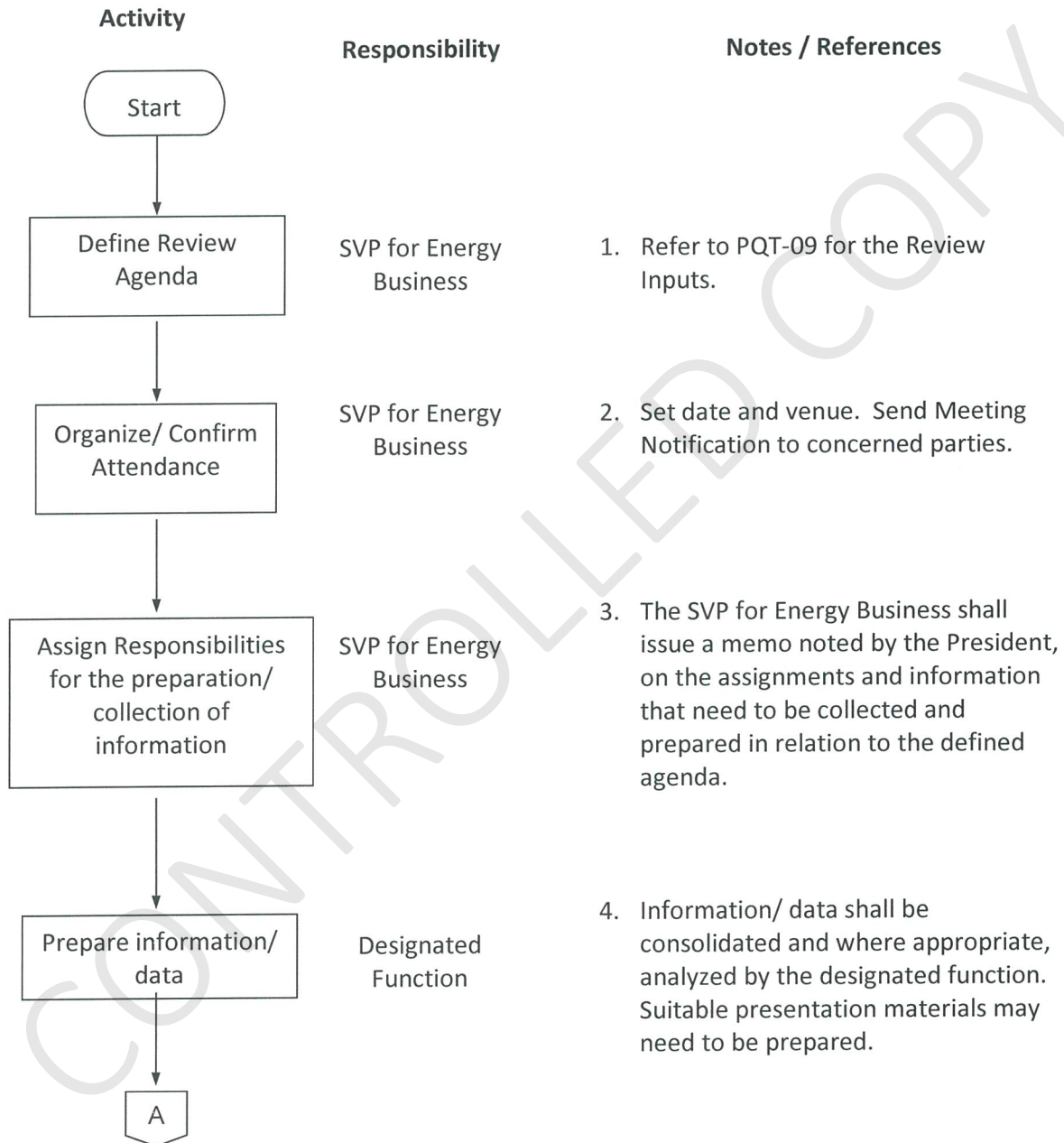
ISO 9001:2015 Quality Management System Clause 9.3 Management Review


5.0 Policies and Guidelines

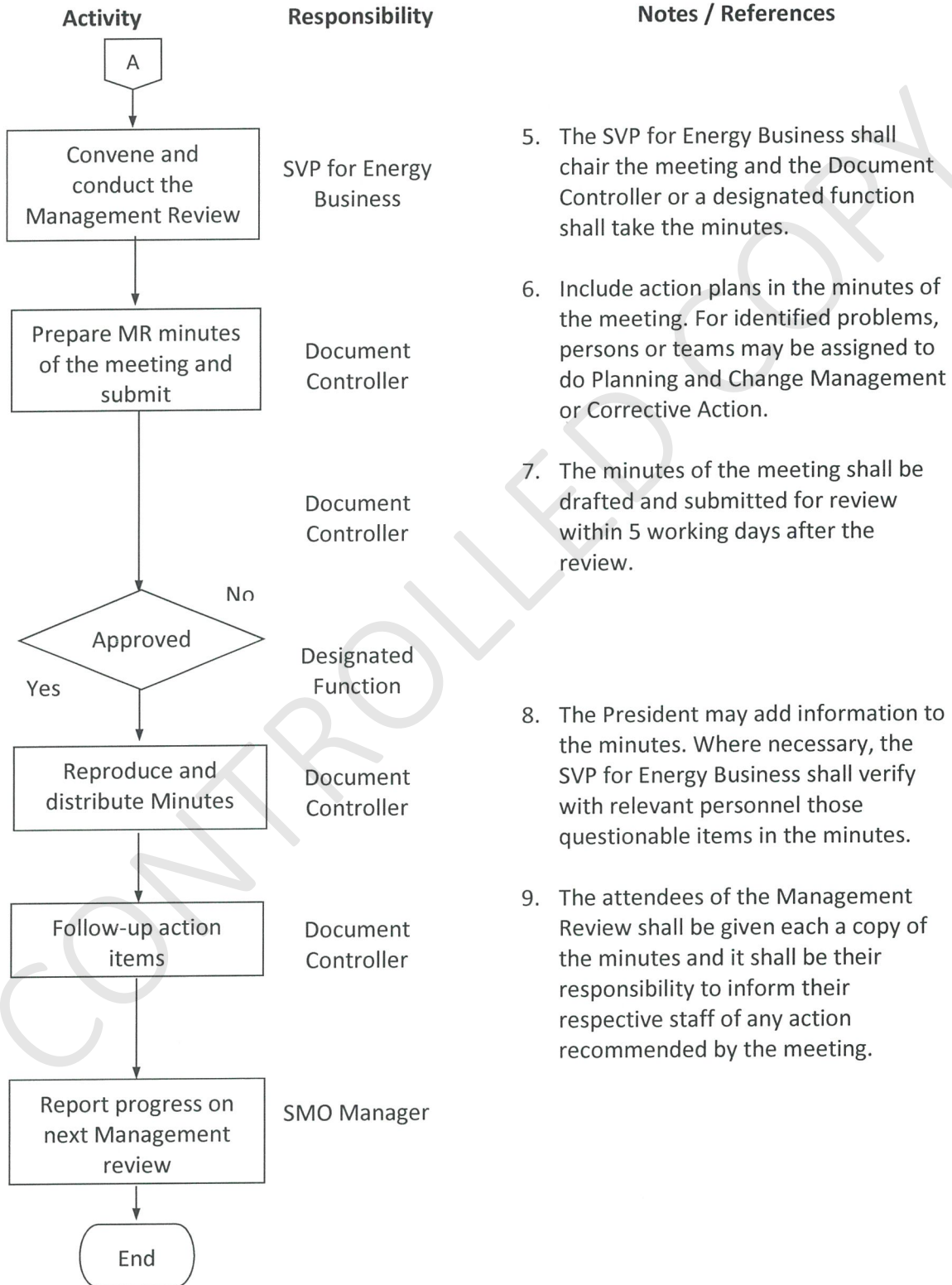
- 5.1 The SVP for Energy Business as QMS Chairperson may call an emergency meeting if a major QMS problem is detected or has occurred.
- 5.2 Some of the defined Management Review Agenda may be discussed during the regular meetings. In which case, the results and recommendations shall be consolidated/ summarized for presentation during the scheduled Management Review.


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6.0 Details



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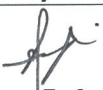
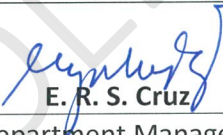

7.0 Forms

QMS-06F1 Minutes of the Meeting

8.0 Attachment

Sample Forms

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
 Atty. E. A. Legaspi Department Manager - Asset Management Department	 E. R. S. Cruz Department Manager - Internal Audit Office	 Atty. G. M. Barleta SVP for Energy Business



PHILIPPINE NATIONAL OIL COMPANY
 Energy Center, Bonifacio Global City, Taguig City

<Title of Meeting>
MINUTES OF MEETING
 QMS-06F1 Rev.0

Held at the _____ on _____ at _____.

I. Call to order:

Attendees:

Name	Company	Designation
_____	_____	_____
_____	_____	_____
_____	_____	_____

Absentees:

Agenda:

Issue	Status	Action Required	Responsible	Target
II. Reading the minutes of previous meeting and matters arising:				
• _____	• _____	• _____	_____	_____
III. Current agenda				
• _____	• _____	• _____	_____	_____
IV. Other matters:				
• _____	• _____	• _____	_____	_____

V. Adjournment:

- Next meeting date and venue: _____
- Having no further discussion, meeting was adjourned around _____.

Prepared by:

Noted by:

Name: _____
 Signature over Printed Name

Name: _____
 Signature over Printed Name
 Department Manager

Acknowledged by: (Signature of attendees above their respective names)

_____ Name _____ Name _____ Name _____ Name