PNOC The Energy Compony	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	QMS-06	
	Department/ Process Owner	Effective Date	
	PNOC QMS TEAM	September 30, 2020	
	Title of Document	Revision No.	Page
	MANAGEMENT REVIEW	0	1 of 4

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

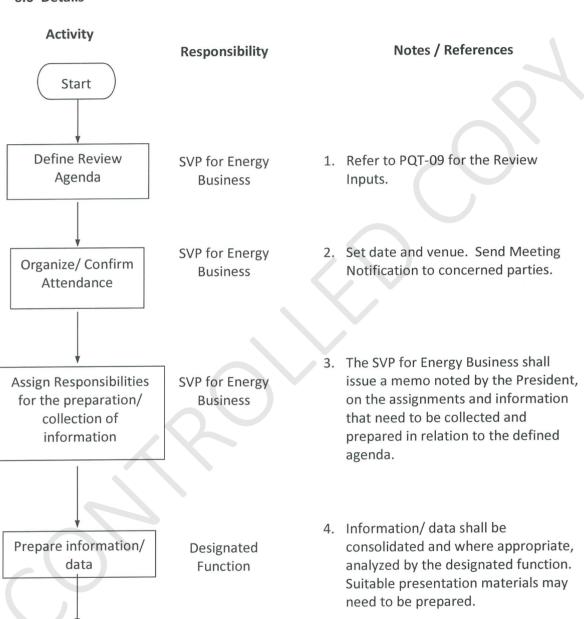
ISO 9001:2015 Quality Management System Clause 9.3 Management Review

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.

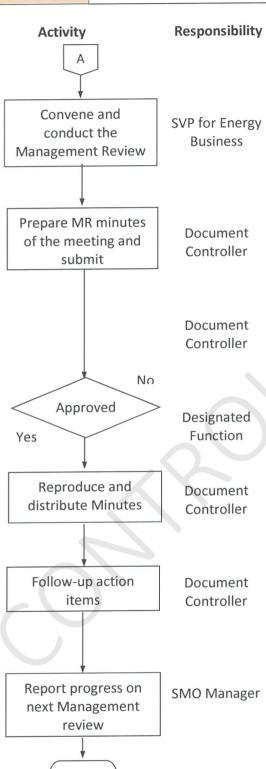
PNOC The Energy Compony	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	QMS-06	
	Department/ Process Owner	Effective Date	
	PNOC QMS TEAM	September 30, 2020	
	Title of Document	Revision No.	Page
	MANAGEMENT REVIEW	0	2 of 4

6.0 Details





Title of Manual	Document No.	
SYSTEM PROCEDURES MANUAL	QMS-06	
Department/ Process Owner	Effective Date	
PNOC QMS TEAM	September 30, 2020	
Title of Document	Revision No.	Page
MANAGEMENT REVIEW	0	3 of 4



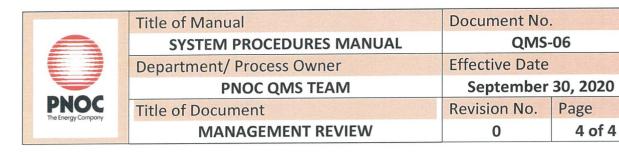
End

Notes / References

- 5. The SVP for Energy Business shall chair the meeting and the Document Controller or a designated function shall take the minutes.
- 6. Include action plans in the minutes of the meeting. For identified problems, persons or teams may be assigned to do Planning and Change Management or Corrective Action.
- The minutes of the meeting shall be drafted and submitted for review within 5 working days after the review.
- 8. The President may add information to the minutes. Where necessary, the SVP for Energy Business shall verify with relevant personnel those questionable items in the minutes.
- The attendees of the Management Review shall be given each a copy of the minutes and it shall be their responsibility to inform their respective staff of any action recommended by the meeting.

Page

4 of 4



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
Ap.	lumber	
Atty. E. A. Legaspi	E. R. S. Cruz	Atty. G. M. Barleta
Department Manager - Asset	Department Manager -	SVP for Energy Business
Management Department	Internal Audit Office	



PHILIPPINE NATIONAL OIL COMPANY

Energy Center, Bonifacio Global City, Taguig City

<Title of Meeting> MINUTES OF MEETING

QMS-06F1 Rev.0

Held a	it theon	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 mat	tters arising:		
•				
III. Current agenda				
•	. ()	•		
IV. Other matters:				
•		•		
V. Adjournment:1. Next meeting date and v2. Having no further discuss	enue: ssion, meeting was adjourne	ed around		
Prepared by:		Noted by:		
Name:				
Signature over Printe	d Name		re over Printed Name epartment Manager	
Acknowledged by: (Signatur	re of attendees above their	respective names)		
Name	Name	Name	Name	