



SQFT Knowledge Services

MANAGEMENT REVIEW POLICY

Management Review Policy

Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
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1 PURPOSE

To lay down a process for the Management review of ISMS and to ensure the suitability, adequacy and effectiveness of the ISMS. The Policy on management review covers planning, conducting of MRM, points to be discussed in management review, MRM output and maintaining records.

2 SCOPE

The scope of this Policy is applicable to all Process owners at SQFTKS.

3 POLICY ELEMENTS

3.1 INPUT FOR MANAGEMENT REVIEW MEETING

- The Agenda for the MRM includes:
- The status of actions from previous management reviews;
- Changes in external and internal issues that are relevant to the privacy information management system (PIMS).
- feedback on the information security and Privacy performance, including trends in:
- Nonconformities and corrective actions.
- Monitoring and measuring results.
- Audit results; and
- Fulfilment of information security and Privacy objectives.
- Feedback from interested parties.
- Results of risk assessment and status of risk treatment plan; and
- Opportunities for continual improvement.

3.2 POLICY FOR MANAGEMENT REVIEW MEETING

GENERAL PASSWORD SECURITY GUIDELINES

- Considering the complexity of the processes and size of the organization, MRM in SQFTKS is conducted once in Six months to review the ISMS system in the organization. COO maintains a Management Review Schedule.
- The Management Review Committee consists of Top Management, COO and Department In charges. / Process Owners.
- The effective Implementation of ISMS Objectives, ISMS Systems is measured quantitatively and reviewed wherever applicable in the Management Review Meeting.
- Top Management will present report on ISMS in the Management Review meeting. COO / Process owners reports on ISMS performance which will form part of Minutes of Management Review.
- The Management Review Committee can also review suitability of documents in view of changes in International Standards & suggest changes in the ISMS documentations.

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- Each Process owner will make a presentation highlighting the corrective actions for the department where applicable.
- The discussions of Management Review including the input and output are released in the Minutes of Management Review and the resolutions are followed up in the next meeting.

3.3 OUTPUT FOR MANAGEMENT REVIEW MEETING

The overall output includes decisions and actions related to improvement on effectiveness of ISMS and its processes, approved action plans, improvement of Information security and Privacy related to customer requirements, resources, and performance.

4 EXECUTIVE OWNER

- Chief Operating Officer will be the executive owner of the Policy.
- The Policy shall be approved by the Information and privacy Security Steering Committee after review by the IT Head and Chief Operating Officer.
- The Head of IT shall be responsible for implementing and executing the Policies and guidelines mentioned in this document.
- The implementation shall be monitored and reviewed by the Chief Operating Officer.

5 DEFINITIONS

MRM	Management Review Meeting
COO	Chief Operating Officer
PIMS	Privacy Information Management System(PIMS)
MRM	Management Review Meeting

6 ASSOCIATED DOCUMENT

- MRM Agenda (SQFT/MRA/MAN/008)
- MRM Minutes (SQFT/MRM/MAN/007)

7 DOCUMENT MAINTENANCE

- Chief Operating Officer shall be responsible for document control and any changes.
- Updates shall be discussed by the COO and the head of the department.
- COO shall forward the document to Chief Information Steering Committee for approval, after review.

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