



MAGNUM CONSTRUCTION SERVICES INC.

ANNUAL EHS & QUALITY MANAGEMENT REVIEW REPORTS

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1. PURPOSE

To define the procedure and framework for conducting annual management reviews of Magnum Construction Services Inc.'s **Environmental, Health & Safety (EHS)** and **Quality Management Systems (QMS)**, ensuring continued suitability, adequacy, and effectiveness in meeting ISO 9001, ISO 14001, and ISO 45001 standards.

2. SCOPE

Applies to all corporate operations and project sites under the Magnum Construction Services umbrella, including subcontracted activities.
The review evaluates both **EHS** and **Quality** performance, compliance obligations, objectives, and opportunities for improvement.

3. REFERENCES

- MCS-QM-01 Corporate Quality Manual
- MCS-EHS-01 Health, Safety & Environmental Manual
- ISO 9001:2015 – Clause 9.3 (Management Review)
- ISO 14001:2015 – Clause 9.3 (Management Review)
- ISO 45001:2018 – Clause 9.3 (Management Review)
- Corporate Strategic Plan and Annual Objectives



4. RESPONSIBILITIES

Role	Responsibility
Executive Director	Chairs the annual review meeting, approves improvement actions.
Quality Manager	Prepares Quality performance summaries, NCR trends, and client satisfaction data.
EHS Manager	Compiles safety statistics, incident rates, and environmental KPIs.
Project Managers	Provide site-specific performance data and lessons learned.
Document Controller	Records meeting minutes, issues Management Review Report, and tracks follow-ups.

5. INPUTS TO MANAGEMENT REVIEW

The review shall include, but not be limited to:

Category	Key Metrics / Evidence
Audit Results	Internal and external audit findings, CAR/NCR trends.
Customer Feedback	Client satisfaction surveys, complaints, commendations.
Process Performance	KPI dashboards for quality and safety metrics.
Nonconformities and CAPA	Summary of root cause analyses and corrective actions.
Incident and Injury Data	TRIR, LTIR, near-miss frequency rates.
Environmental Performance	Waste generation, energy use, spill incidents, and CO ₂ tracking.



Category	Key Metrics / Evidence
Objectives & Targets	Achievement rates of annual KPIs and sustainability goals.
Resources and Competence	Training records, staffing adequacy, and competency metrics.
External Changes	Regulatory updates, client specifications, new technologies.

6. OUTPUTS FROM MANAGEMENT REVIEW

Output	Description	Responsible Party
Strategic Actions	Corporate-level objectives and EHS/QMS improvement plans for the coming year.	Executive Director
Resource Decisions	Budget allocations for equipment, staffing, and training.	Finance & HR Managers
Corrective Actions	CAPAs issued for recurring or systemic deficiencies.	QA/QC & EHS Managers
Policy Updates	Revisions to quality, safety, or environmental policies.	Management Team
Communication Plan	Summary distributed to all departments and project teams.	Document Controller

7. REVIEW FREQUENCY AND FORMAT

- Conducted **annually** in Q1 for the preceding calendar year.
- Format: in-person executive workshop or hybrid meeting.
- Supporting reports submitted at least two weeks prior.
- Final report signed by the Executive Director and retained under QMS → “Corporate / Annual Review Reports.”



8. RECORD RETENTION AND DISTRIBUTION

- Finalized **Annual EHS & QMS Review Report** retained for **10 years**.
- Copies distributed to:
 - Executive Leadership
 - QA/QC & EHS Departments
 - Project Directors
 - Client representatives (upon request)

9. PERFORMANCE DASHBOARD TEMPLATE (MCS-CI-R01-XLS)

The accompanying Excel tracker includes:

1. **Audit Results Summary** – internal/external audits by category.
2. **EHS KPIs** – TRIR, LTIR, environmental incidents, training completion %.
3. **Quality KPIs** – NCRs, rework %, client satisfaction index.
4. **Action Log** – management decisions, deadlines, and owners.
5. **Dashboard** – charts for trend analysis and compliance scores.

10. APPROVALS

Name	Title	Signature Date
Michael Gaya	Executive Director	
Quality Manager	Corporate Quality	
EHS Manager	Safety & Environment	
Document Controller	QMS Administration	