

Management Review Minutes

Thurrock Engineering Supplies Ltd · Integrated Management System (ISO 9001 · 14001 · 45001)

Review ref	MR-2026-01
Date	30 June 2026
Attendees	Luke Keenan (Director), Ross Keenan (Director), Tom Hall (IMS owner)
Apologies	None
Next review	June 2027 (annual)

Agenda & discussion

1. Status of previous review actions

First formal management review — no previous actions.

2. Changes in internal/external context

Forklift replaced (Bronze, Mitsubishi FG18N) with valid LOLER; new Office, Warehouse and First-Aid risk assessments completed; H&S and Environmental sections added to the IMS.

3. Customer satisfaction & feedback

No significant complaints in the period; order fulfilment performing well. Formal feedback capture to be baselined.

4. Process performance & KPIs

Order fulfilment and integration uptime stable. KPI baselines and targets to be confirmed (action).

5. Nonconformities & corrective actions

Internal audit IA-2026-01 raised one minor NC (premises Fire Risk Assessment) and several observations; logged in the Nonconformance Register (10.1).

6. Internal audit results

IA-2026-01 (30/06/2026): IMS well-documented and largely conforms; actions assigned and on track.

7. Risk & opportunities review

Risk register (6.1) reviewed and considered current; H&S risks controlled via new risk assessments.

8. Adequacy of resources

Resources adequate. Directors supported training a second first aider and considering an AED.

9. Opportunities for improvement

Complete Fire Risk Assessment, COSHH and DSEAR assessments, PAT testing, racking inspection and fire-marshal training (all in hand for July/Q3 2026).

Decisions & actions

Ref	Action	Owner	Target
A1	Complete premises Fire Risk Assessment	Tom Hall	Before external audit
A2	Complete COSHH and DSEAR (LPG) assessments	Tom Hall	Before external audit
A3	Train a second first aider; consider an AED	Tom Hall	Q3 2026
A4	Introduce PAT testing schedule	Tom Hall	Q3 2026
A5	Complete racking inspection & fire-marshal training	Tom Hall	July 2026
A6	Confirm KPI baselines and objective targets	Management	Q3 2026

Conclusion: The directors confirm the IMS is suitable, adequate and effective, and remains aligned with the strategic direction of TES. The system is considered ready for external certification audit subject to closure of the actions above.

Luke Keenan (Director)	Signature: _____	Date: _____
Ross Keenan (Director)	Signature: _____	Date: _____