

Procedure PR-PRO-015

Management Review

1. SUMMARY

- 1.1. This procedure defines the process and methods for conducting both formal and informal management reviews of the quality management system.
- 1.2. The Director is responsible for implementation of this procedure.
- 1.3. Top management is responsible for attending formal management review meetings.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	01/01/16	Original issue.	Kyle Devine
2	06/12/2021	Update document number and formatting	Kyle Devine

3. CONDUCTING MANAGEMENT REVIEWS

- 3.1. Top Management reviews the suitability, adequacy and effectiveness of the Quality Management System through two primary methods: a formal “Management Review Meeting” held periodically, and ongoing management activities conducted throughout the rest of the year.
- 3.2. The formal “Management Review Meeting” is held at a minimum of once per quarter
- 3.3. The minimum attendance for Management Review Meeting shall be the Directors. Other employees shall attend as needed to meet the requirements of the agenda indicated below.
- 3.4. If any attendee is absent, draft minutes will be sent to him/her, for review and so that the person may amend the minutes with any additional data, notes, opinions or opportunities for improvement they may wish to add.
- 3.5. This review shall include assessing opportunities for improvement and the need for changes to the quality management system, including the quality policy and quality objectives.
- 3.6. Minutes of the meetings are taken and maintained. The form **Management Review Meeting Minutes** may be used as a template for the records, or may be completed and filed as the finished record.
- 3.7. The Management Review Meeting shall include analysis of the following inputs:
 - review and updating of external and internal issues of concern
 - review and updating of the Strategic Plan
 - review and updating of process objectives, metrics and KPIs

- review of customer feedback
 - review of the CAR system and related trends
 - review of internal and external audit results
 - review of the performance of external providers;
 - review of the adequacy of resources;
 - review of the effectiveness of actions taken to address risks and opportunities;
 - review of opportunities for improvement.
 - review of the Quality Policy for adequacy and to ensure it remains consistent with the needs of customers and the industry;
 - recommendations for improvement of the quality management system
 - follow-up activities from previous Management Reviews
- 3.8. The Management Review Meeting shall generate Corrective and/or Preventive Action Requests (see procedure ***PR-PRO-006 Corrective and Preventive Action***), or take other recorded action, as a result of review topics in an effort to improve the management system, products, processes and services, and to address resource needs.
- 3.9. This includes any decisions and actions related to the improvement of the effectiveness of the quality management system and its processes, improvement of product related to customer requirements, and resource needs.