INSERT YOUR COMPANY LOGO/NAME HERE

1.0   Purpose/Scope

1.1   The purpose of this procedure is to provide for a system for scheduling, conducting and recording management review of the Quality Management System at Your Company.

1.2   The procedure applies to the review of QMS processes where performance is evaluated.

2.0   Responsibilities and Authorities

2.1   The President has the prime responsibility and approval authority for this procedure.

2.2   In support of the President, the Quality team / ISO steering committee is responsible to ensure that information, trends, and indicators relating to review inputs is available.

2.3   Additional responsibilities for the Quality team / ISO steering committee and Management personnel are detailed in relevant paragraphs of section 5.0 below.

3.0   References and Definitions

3.1   Reference

3.1.1   This document relates to clause 9.3 of the ISO 9001:2015 standard, Management review

3.2   No definitions

4.0   Resources

4.1   None

5.0   Instructions

5.1   In support of the procedure P-910 for Monitoring, measuring, analysis and evaluation, this procedure addresses management review to ensure that the QMS continues to be suitable, adequate, effective, and is aligned with the strategic direction of the company..

5.1.1   Top management reviews the QMS at planned intervals and at least once each calendar year. At the call of the President, the number of reviews may be more frequent based on performance and results of the system.

5.2   The President in conjunction with the Quality team leader / ISO management representative schedules the management reviews.

5.2.1   Regardless of other inputs, management review meetings are scheduled within (1) one month after the completion of the internal audits, per P-920.

5.3   Management review meetings are attended by the President, the Human Resources Manager, the Manufacturing Manager, the Sales & Marketing Manager, the Materials Manager, the Engineering services manager, and the ISO management representative.