

Management Review

Aim

The aim of this procedure is to have a defined process for the periodic review and evaluation of the Organisation's Management System by the top management to ensure its continuing suitability, adequacy and effectiveness.

Scope

This procedure applies to all areas of operation.

Responsibility

Managing Director/CEO	Chair Management Review Meetings
Management Representative	Organising the review meetings, preparing the agenda, preparing and circulating minutes and action plans, and following up actions to ensure that decisions made are implemented.

Method

The following standard agenda shall apply for every meeting. Other items shall be added as appropriate.

- Review of any actions outstanding from previous meetings
- Review of organisational performance arising from nonconformities, incidents, complaints and audit findings
- Review of Internal & External Issues
- Review of the Expectations of Interested Parties
- Review of Organisational Risks
- Review of progress towards the achievement of the current programme of improvement
- Review of objectives and targets
- Review of the Policies, Manuals and Operating Procedures to ensure that they are still consistent with, and relevant to, the overall policies and objectives of the organisation
- Review of compliance
- Review of Supplier Performance and related issues.
- Review of training needs
- Lessons Learned
- Recommendations for improvement
- Date for next meeting

The Management Representative will record and maintain meeting minutes identifying issues discussed, corrective and preventative actions to be taken and the implementation of the recommendations for improvement by the Management Review. Required actions will be assigned to the specific individuals with a scheduled timeframe for their progress report and completion date.

The Management Review Meeting will be held at a minimum frequency of once per year. The date for the next meeting will be recorded as part of the Management Review Minutes.



Outputs

Where required, actions resulting from decisions taken at Management Review are managed using the system Corrective Action process.

Records

The Management Review Register ensures all required inputs and outputs are recorded.