

P3 - Management Review

1. Purpose and scope

This procedure sets out the requirements of management review, whereby top management ensures performance and structure of the management system.

2. Responsibility

The Director is responsible for chairing the management review meetings and is responsible for convening meetings, preparing and distributing the agenda, preparing and circulating minutes and action plans, and following up to ensure that action plans are completed.

3. Management review meetings

3.1 Frequency and purpose

Management review meetings shall be held every 12 months to review the management system to ensure its continuing suitability for the needs and objectives of the organisation, and the adequacy and effectiveness, and to set and progress objectives and targets.

3.2 Attendees

The meetings shall be attended by the management team. Attendees shall be recorded in the management review record.

3.3 Agenda

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

Review of any actions outstanding from previous meetings.

Review of nonconformities and incidents, complaints and audit findings.

Confirmation of risk management actions if necessary.

Review of progress towards the achievement of improvement objectives and targets.

Review of the Policy, Management Manual and Operating Procedures to ensure that they are still consistent with and relevant to, the overall policies and objectives of the organisation.

Review of the improvement objectives and targets for the coming year.

Setting of improvement action plans for the coming year. Consider who is responsible, when they will be completed and what is considered a success. Objectives should be both quality based and financial. Consider aligning objectives to the quality policy.

Review of training needs.

3.4 Follow up

The Director shall record minutes of the meeting including the action points and those responsible for action. The minutes shall be distributed to all concerned. The Director shall follow-up the actions and document when they have been completed.