**FQM LIMITED**

**xxx-P-008**

**Management Review**

1. **PURPOSE**

1.1 This procedure defines the process to ensure that top management systematically review the quality management system (QMS) and ensure its continuing suitability, adequacy and effectiveness.

1. **RESPONSIBILITY**
   1. QA Co-ordinator/Management Representative will:-
2. Liaise with top management to arrange suitable date for meetings.
3. Chair Management Review Meeting
4. Set the agenda for the meeting
5. Type up and distribute meeting minutes
   1. Managing Director and other members of management/supervision as considered appropriate shall attend meeting in order to review the Company’s QMS system.
6. **PROCEDURE**
   1. The management review will be conducted on at least a 12 monthly basis. The Quality Representative will liaise with Managers and determine the exact date. The Quality Representative will distribute the meeting notice & agenda to required attendees. Responding to changing or special conditions and events, the Managing Director or General Manager may call for unscheduled reviews.
   2. Review inputs to evaluate efficiency in addition to effectiveness of the QMS will consider customer and other stakeholder issues.
   3. Key areas of review input are:
7. Follow-up activities from the previous management review meeting including any associated actions and other relevant outputs.
8. Changes in external & internal issues relevant to QMS
9. Status & results of Quality Objectives & business performance analysis review.
10. Results of internal and external audits
11. Customer satisfaction and feedback from relevant interested parties.
12. Conformance with contract work scope
13. Status of non-conformities and corrective actions
14. Status of QMS and quality records
15. Supplier/Contractor Performance
16. Adequacy of resources
17. Calibrated Equipment
18. Information for the strategic planning for the company’s future needs
19. Effectiveness of actions taken to address risks and opportunities
20. Potential changes and opportunities for continuous improvement to the QMS
    1. Management review outputs may be used by the Managing Director as potential inputs for performance improvement and the establishment of new objectives that will benefit the company.
    2. Review meeting minutes will be prepared by the Quality Representative and will define any required actions to be taken. They will then be passed to those responsible for undertaking the detailed tasks. Actions and results of actions from the meeting will be reported and reviewed during weekly operations meetings as they are fulfilled.
    3. The minutes and other documents associated with the review are confidential and will be managed in accordance with QA-P-03 & QA-P-04 control of documents and control of records.