

Management Review

New Review

View Edit Revisions

Type: Procedure

Description:

1. Why:

1.1 To describe management review process

2. Who:

2.1 The managing consultant owns this process

3. Documents

3.1 Management Review Register

4. How:

4.1 Quorum is managing consultant and one other.

4.2 Frequency is biannual.

4.3 The management review registry ensures all required inputs and outputs are recorded.

4.4 The registers reviewed during Management review include but not limited to; Hazard Register, Risk Register, Objectives Register, Aspects Register. In preparation for each meeting, these registers are reviewed for effectiveness, legal compliance, operational needs, achievement of desired results. The results of these reviewed are tabled and recorded in the management review minutes.

looks like being met

see attached

ample evidence

External:

No

Current Issue:

18 Jan 2022

Original Issue:

08 Nov 2021

Record:

No

Audit:

Yes

Owner:

Director

Archive:

No

Published:

Yes

Access:

Public

Distributed:

No

Associated:

-

Cross References:

9001:2015 - 9. Performance evaluation 9.3 Management review

Print

Audits

Last	Planned	Changes	Actual	Status	View
New	31 Mar 2022	1	-	Planned	View

Reviews

Name	Type	Started	Target	Status
There are no reviews.				

Management Reviews

[New Management Review](#)

Planned **Actual**
-Year ▾ -Year ▾ [Apply](#)

Title	Planned	Actual	Next
Management Review May 2022	31 May 2022		
Management Review November 2021	30 Nov 2021		31 May 2022

Management Review November 2021

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Planned: 30 Nov 2021

Agenda:

1. Attendance
2. Matters arising from the Previous Meeting
3. Context
 1. Scope, applicability, certification status
 2. Legislation, aspects, hazards, compliance
4. Leadership
 1. Objectives, risk, interested parties, internal / external matters
 2. IMS structure, processes
 3. Planning of changes
5. Planning
 1. Policies
 2. Organisational structure, accountabilities, responsibilities
6. Support
 1. Infrastructure and work environment
 2. Communications, competence, training
 3. Documentation, knowledge
7. Operations
 1. Contracts and sale
 2. Projects and operations
 3. External providers
 4. Changes to requirements
8. Performance
 1. Internal audits, external audits, workplace inspections
 2. Processes and monitoring
 3. Client feedback, surveys
 4. Evacuation drill, emergency preparedness
9. Improvement
 1. Risk, improvements, opportunities
 2. Any proposed changes that will impact on the management system
10. Other Business
11. Suitability of Management System
12. Next Meeting

Minutes:

1. Attendance
 1. **John Mason - MyQ HubMaster**
 2. **Jack Cranney - Managing Consultant**
2. Matters arising from the Previous Meeting
 1. **nil**
3. Context

1. Scope, applicability, certification status - **no changes in scope or applicability, certification pending**
2. Legislation, aspects, hazards, compliance - **no changes**

4. Leadership

1. Objectives, risk, interested parties, internal / external matters

1. **objectives set to complete system documentation for certification**
2. **risks include maintaining internal audit programme**

2. IMS structure, processes

1. **no changes**

3. Planning of changes

1. **systems consultant will develop documentation and internal audit programme over coming months to align with objectives & targets set**

5. Planning

1. Policies

1. **main policies include quality policy - no changes**

2. Organisational structure, accountabilities, responsibilities

1. **MyQ Hubmaster and Systems Consultant - no changes**

6. Support

1. Infrastructure and work environment

1. **no changes**

2. Communications, competence, training

1. **email review and zoom meetings in place**

3. Documentation, knowledge

1. **knowledge documented through MyQuality registers**

7. Operations

1. Contracts and sale

1. **sales process developed - see sales procedure**

2. Projects and operations

1. **projects in review**

3. External providers

1. **external providers include IT services, marketing & design services, and management consultant**
2. **performance of all external providers have been satisfactory**

4. Changes to requirements

1. **none**

8. Performance

1. Internal audits, external audits, workplace inspections

1. **internal audits have been completed and planned, external audit pending**

2. Processes and monitoring

1. **monitoring processes in place to ensure work is completed - no changes**

3. Client feedback, surveys

1. **client surveys have been filled, opportunity to seek client video testimonials to improve insights into customer experience**

4. Evacuation drill, emergency preparedness

1. **satisfactory**

9. Improvement

1. Risk, improvements, opportunities

1. **opportunities include developing documentation and internal auditing for certification and development of video testimonials to capture client feedback**

2. Any proposed changes that will impact on the management system

1. **nil**

10. Other Business

1. **nil**

11. Suitability of Management System

1. **the management system is suitable to the needs of the organisation, and is adequate and effective in achieving its targets**

12. Next Meeting

1. **31st May 2022**

Next Meeting: 31 May 2022

Attachments: No files attached

Review Name	Type	Originator	Started	Target	Status
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No reviews to display.
