Home **Documents** Registers Log Out Management Review **New Review** Revisions Procedure Type: **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: 1.1 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 complaince, operational needs, acheivement of desired results. The results of these reviewed are tabled and

souple preduce

recorded in the management review minutes.

External: No **Current Issue:** 18 Jan 2022 Original Issue: 08 Nov 2021 Record: Audit:

Owner: Archive: Published:

Access: Public Distributed: Nο

Cross References: evaluation 9.3 Management review

🖶 Print

Associated:

Audits

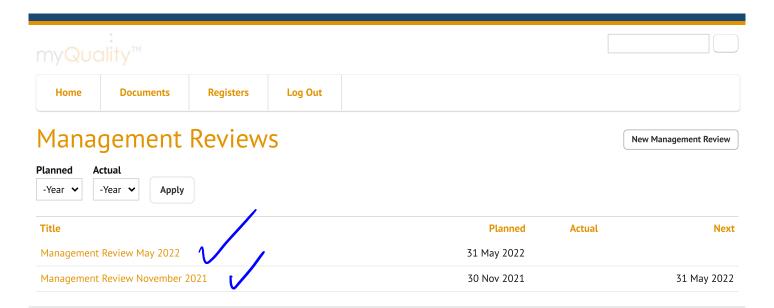
Last	Planned	Changes	Actual	Status	
New	31 Mar 2022	1	-	Planned	View

Reviews

Name Type Started **Target Status**

There are no reviews.

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Management Review November 2021

New Review

View

Edit

Revisions

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, survey
 - 4. Evacuation drill, emergency preparedness
- 9. Improvement
 - 1. Risk, improvements, opportunities
 - $2. \ \mbox{Any proposed changes that will impact on the management system}$
- 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
 - $1.\ opportunities\ include\ developing\ documentation\ and\ internal\ auditing\ for\ certification\ and\ development\ of\ video\ testimonials\ to\ capture\ client\ feedback$
 - $2. \ \mbox{Any proposed changes that will impact on the management system}$
 - 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
No reviews to display.