# Management Review

New Review

| View | Edit | Revisions |

**Type:**          Procedure

**Description:**

## 1. Why: ✔

1.1  To describe management review process.

## 2. Who: ✔

2.1  The MyQ Hubmaster, through the System Consultant, ensures this procedure is implemented and maintained.

2.2  All personnel are to meet the requirements of this procedure.

## 3. Documents

3.1  Management Review Register.   ✔ **(see Management Review Register_23 Oct 2023 attached)**

## 4. How:

✔ 4.1  Quorum is the System Consultant and one other.

✔ 4.2  Frequency is biannual.

✔ 4.3  The Management Review Register ensures meetings are conducted as planned, records are collated (minutes) and where necessary, any actions are reported in the Review Register.

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

**External:**        No

**Current Issue:**    13 Sep 2023

**Original Issue:**   08 Nov 2021

**Record:**          No

**Audit:**           Yes

**Owner:**           myQ Hub Master

**Archive:**         No

**Published:**       Yes

**Access:**          Public

**Distributed:**     No

**Associated:**      -

**Cross References:**   9001:2015 - 4. Context of the organisation 4.1 Understanding the organisation and its context
9001:2015 - 4. Context of the organisation 4.2 Understanding the needs and expectations of interested parties
9001:2015 - 4. Context of the organisation 4.3 Determining the scope of the quality management system
9001:2015 - 4. Context of the organisation 4.4 Quality management systems and its processes
9001:2015 - 5. Leadership 5.1 Leadership and commitment
9001:2015 - 5. Leadership 5.2 Policy
9001:2015 - 5. Leadership 5.3 Organisational roles, responsibilities and authorities
9001:2015 - 6. Planning 6.1 Actions to address risks and opportunities
9001:2015 - 6. Planning 6.2 Quality objectives and planning to achieve them
9001:2015 - 6. Planning 6.3 Planning of changes
9001:2015 - 7. Support 7.1 Resources
9001:2015 - 8. Operation 8.1 Operational planning and control

9001:2015 - 8. Operation 8.4 Control of externally provided processes, products and services
9001:2015 - 9. Performance evaluation 9.1 Monitoring, measurement, analysis and evaluation
9001:2015 - 9. Performance evaluation 9.3 Management review
9001:2015 - 10. Improvement 10.1 General
9001:2015 - 10. Improvement 10.2 Nonconformity and corrective action
9001:2015 - 10. Improvement 10.3 Continual improvement

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## Audits

| Last | Planned | Changes | Actual | Status | |
|------|---------|---------|--------|--------|------|
| 29 Mar 2022 | 29 Sep 2023 | 2 | - | Pending | View |
| New | 31 Mar 2022 | 1 | 29 Mar 2022 | OK | View |

## Reviews

| Name | Type | Started | Target | Status |
|------|------|---------|--------|--------|
| management reviews - annual - next sep 24 | Rolling | 21 Aug 2023 | 31 Aug 2033 | Open |