**M08 Management Review**

# Introduction

The Integrated Management System needs periodic reviews to ensure that it meets the requirements in respect of continued suitability:

1. Policy and Objectives
2. Adequacy and Effectiveness
3. Opportunities for Improvement

All changes to the Integrated Management System / policy / and objectives are kept up to date.

# Scope

The Management Review must cover the operation of the Integrated Management System throughout the Organisation

# Responsibility

It is the responsibility of Top Management to ensure that:

1. The Integrated Management System is reviewed at planned intervals to ensure its continued suitability, adequacy and effectiveness.
2. The minutes of the meeting are recorded.
3. Any actions are identified and corrected.
4. Opportunities for improvement are identified and implemented.

# Procedure

## The Management Review must be held at planned intervals as agreed with top management to address all parts of the Organisation’s Integrated Management System:

1. To determine whether the company is operating effectively to the benefit of the Organisation
2. To identify opportunities for improvement.

1. To determine whether the Organisation is continuing to meet customer requirements.

1. To prevent Non-Conformity.

## The meeting must be attended by the key staff. The meeting shall address the following topics:

* Actions from previous management reviews
* Changes in external/internal issues relevant to the QMS
* Information on Integrated performance, including trends (analysis and evaluation – see QMS clause 9.1.3) for:
  + Nonconformities and corrective actions
  + Monitoring and measurement results
  + Audit results
  + Customer satisfaction
  + Meeting Integrated objectives
  + Issues concerning interested parties and external providers
  + Process performance and conformity of products and services
* Effectiveness of actions to address risk and opportunity
* Adequacy of resources
* Opportunities for improvement

## The review must cover as a minimum the period since the last Management Review Meeting.

## The person responsible for any actions identified at the meeting must be recorded together with target dates for completion where appropriate. The Organisation must allocate the necessary personnel and resources for these corrective actions.

## Outputs from the Management Review shall include decisions related to:

1. Improvement opportunities
2. Changes to the QMS
3. Additional resource requirements.

## The minutes of the meeting must be recorded and retained for future reference. Copies must be provided to all personnel who attended the meeting together with those who have actions placed upon them.

# Related Documentation

Management Review Agenda & Minutes