1.0 Purpose/Scope

1.1 The purpose of this procedure is to provide for a system for scheduling, conducting and recording management review of the Quality Management System at ACCES I/O

1.2 The procedure applies to the review of QMS processes where performance is evaluated.

2.0 Responsibilities and Authorities

2.1 The VP of Operations has the prime responsibility and approval authority for this procedure.

2.2 In support of the VP of Operations, the Quality Team is responsible to ensure that information, trends, and indicators relating to review inputs is available.

2.3 Additional responsibilities are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

3.1 Reference

3.1.1 This document relates to clause 9.3 of the ISO 9001:2015 standard, Management review.

3.2 No definitions

4.0 Resources

4.1 None

5.0 Instructions

5.1 In support of the procedure P-910 for Monitoring, measuring, analysis and evaluation, this procedure addresses management review to ensure that the QMS continues to be suitable, adequate, effective, and is aligned with the strategic direction of the company.

5.1.1 Top management reviews the QMS, at planned intervals, at least twice each calendar year. At the call of the VP of Operations, the number of reviews may be more frequent based on performance and results of the system.

5.2 The VP of Operations in conjunction with the Quality Team schedules the management reviews.

5.3 Management review meetings are attended by the VP of Operations, VP of Engineering, Director of Digital Design, Quality Manager and the ISO Management Representative.

5.3.1 The VP of Operations, VP of Engineering and the ISO Management Representative must always be present. External consultants, quality specialists and other company personnel may be invited to the meeting.

5.3.2 The agenda for the management review meetings is prepared by the ISO Management Representative with inputs from Top Management.

5.4 Inputs for management review are provided as agenda items on form F 930-001.

5.4.1 The agenda includes the following inputs:

- The status of actions from previous management reviews,
- Changes in external and internal issues that are relevant to the QMS, including change to the strategic direction,
- Information on the quality performance, including trends and indicators for:
  - Customer satisfaction and feedback from interested parties,
  - Extent to which quality objectives are met,
  - Process performance and conformity of products and services.
  - Nonconformities and corrective actions,
  - Monitoring and measurement results,
  - Audit results,
  - Performance of external providers,
- Adequacy of resources required for maintaining an effective QMS,
- The effectiveness of actions taken to address risks and opportunities,
- Opportunities for improvement.
- Additional items may be added as needed.

5.5 Outputs from management reviews are recorded on the Management Review Output Report, F 930-002.

5.5.1 Specific outputs of the management review include decisions and actions related to continual improvement opportunities, need for changes to the QMS and resource needs.

5.5.2 Notes and outputs of the review meetings are taken by the ISO Management Representative or a delegate and are distributed to the attendees and persons absent, if any.

5.5.3 The notes and other related internal documents are confidential records and not available to persons outside the company.

- Auditors are allowed short-term access to the files to obtain documented evidence that management review meetings occur.

5.6 Corrective and improvement actions identified from the decisions reached at the management reviews are initiated with the procedure P 1020-001 for Nonconformity and corrective action.

5.7 The ISO management representative retains management review documented information indefinitely, with the procedure P-750-001 for Control of documented information.

6.0 Forms and Documented Information

6.1 Forms

6.1.1 F 930-001 Meeting Agenda – Management Review

6.1.2 F 930-002 Management Review Output Report

6.2 Documented information / Related processes

6.2.1 P 600-001 Planning for the Quality management system

6.2.2 P 750-001 Control of records

6.2.3 P 910-001 Monitoring, measuring, analysis and evaluation

6.2.4 P 920-001 Internal audits

6.2.5 P 1020-001 Corrective and preventive action

7.0 Opportunities and Risks

7.1 The planning procedure P 600-001 for Planning for the Quality management system addresses opportunities and risks (risk-based thinking).

7.2 ACCES I/O has identified the following risks and mitigation to those risks:

Potential Risks:

1) Corrective Actions identified at Management Review meeting not resolved

Risk Mitigation:

1) Corrective Action items will stay on agenda until resolved

8.0 Revision History

Rev	Date	Section	Paragraph	Summary of change	Authorized by
A	03/03/17			Initial issue