**Management Review**

**1.0 Purpose**

This procedure documents how Electric Conduit and Midwestern Contractors (Company) have structured Management Review to facilitate the review of the Quality Management System (QMS) at planned intervals to ensure the continuing suitability, adequacy and effectiveness of the QMS.

**2.0 Scope**

This procedure applies to all Company personnel involved in the Management Review process.

**3.0 Definitions**

Company – refers to Electric Conduit Construction and Midwestern Contractors.

Management – refers to a member or members of Company senior management.

Management Representative – a person designated by Management or Management itself who has the authority to discuss and define changes to the QMS.

Management Review – scheduled meetings between the Management Representative and Management to determine Opportunities for Improvement and Non Conformance issues. The goal of this meeting is to improve the overall QMS.

Process Owner - employee who manages the area being audited.

Quality Management System - a set of interrelated or interacting processes used to direct and control how quality policies are implemented and are achieved. The adherence to these policies is ensured through the use of records, documentation and internal audits.

**4.0 Statement of Work**

4.0.1Management Review meetings will be held minimally on an annual basis and facilitated by the Management Representative. Meeting can be held on a more regular basis should the need arise from the auditing process and Management Review meetings as outlined below.

4.1 Management Review Meetings

4.1.1 Agenda:

* Management Review meetings will have the following standing agenda:
* Review of outstanding/follow-up items from previous meeting
* Review Policies for effectiveness
* Process Owners review procedures for effectiveness (present change requests for input).
* Review of Audits
* Customer feedback
* Changing environment-planned changes
* Assignments for the next meeting

4.1.2 Outputs:

The following assessments will be made:

* Recommendation for improvement of QMS processes
* Recommendations for improvement of product and services related to customer requirements
* Are adequate resources allocated for the implementation, operation and continual improvement of the QMS
* Are the Quality Policy and Quality Objectives still appropriate for the goals of the Company?

**5.0 Records**

All records are filled in either electronically or as a hardcopy and then entered electronically for storage in a place on the network accessible to management.