1.0 Purpose

1.1 Management Reviews are conducted so that data can be used for evaluating quality standards to determine the need for changes in specifications, manufacturing or control procedures. A monthly and annual quality review will be conducted with the objective of verifying the consistency of the process.

2.0 Scope

2.1 Senior Management within Giles Chemical has the responsibility to ensure an effective quality system is in place to achieve quality objectives and that roles, responsibilities and authorities are defined, communicated and implemented throughout the company.

3.0 Responsibility

3.1 The Review team will consist of members from the Quality Unit, Management and Production.

4.0 Safety Considerations

4.1 Special safety precautions are not applicable. Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or the community.

5.0 Materials/Equipment

5.1 Latest production data
5.2 Customer complaints
5.3 Corrective and Preventative Action's (CAPA's)
5.4 Critical in-process controls

6.0 Procedure

6.1 Monthly and Annual Quality Reviews will include at least production data, customer complaints, CAPA's, and critical in-process controls. Review panel will be made up of members from Quality, Management and Production.

6.2 The results of this review should be evaluated and an assessment made of whether corrective action or any revalidation should be undertaken. Reasons for such corrective action should

be documented. Agreed corrective actions should be completed in a timely and effective manner. Attendance and any Corrective Actions generated will be recorded on *Monthly or Annual Management Review* Q12-PR-100-F007a,b. These forms will be retained by the Quality Unit.

7.0 Reference Documents

7.1 *Monthly Management Review* Q12-PR-100-F007a
7.2 *Annual Management Review* Q12-PR-100-007b

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0	08/20/12	DD/PO	New Document

Note – Keep two years in the binder on file in the Quality Unit