*This template is intended as a tool to prepare records of Management Review Meetings. Please complete each section; this form may be used as the final report, or used as a template to type and publish more formal Management Review Meeting records. At all stages, management must consider proper, proactive measures to take to improve the company, and where it is necessary to apply preventive action. CAR Forms filed in last section of this template.*

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| **MR012**  **Date of Review:** 27/06/22 |
| **Recorded by:** Lee Payne |

**In attendance:**

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| **NAME** |  | **TITLE** |
| David Bullock |  | Managing Director |
| Lee Ratcliff |  | Operations Manager |
| Lee Payne |  | Commercial Manager |
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**Absent:**

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| **NAME** |  | **TITLE** |
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*For absent members, the minutes of this meeting must be sent to them afterwards, and opportunity for review and comment given. Any comments, changes, or additional inputs from these individuals must be incorporated into the final minutes or issued as an addendum.*

1. **Review of the Quality Policy for current adequacy, and the need for changes to it.** *Review the Quality Policy to ensure it still represents the company’s goals.*

INFRATEC-UK Ltd was established in 2013 to provide planning, installation and commissioning services for driver information and traffic monitoring systems to the infrastructure construction industry. We are based in Middlesbrough and employ 7 people.

Quality is important to our business because we value our customers. We strive to provide our customers with services which meet and even exceed their expectations. We are committed to continuous improvement and have established a Quality Management System which provides a framework for measuring and improving our performance. The extent and boundaries of the Quality Management System include the transportation of equipment from the manufactures, installation, onsite testing, commissioning and maintenance across the highway network.

We have the following systems and procedures in place to support us in our aim of total customer satisfaction and continuous improvement throughout our business:

1. Regular gathering and monitoring of customer feedback
2. A customer complaints procedure
3. Selection and performance monitoring of suppliers against set criteria
4. Training and development for our employees
5. Regular audit of our internal processes
6. Measurable quality objectives which reflect our business aims
7. Management reviews of audit results, customer feedback and complaints

Our internal procedures are reviewed regularly and are held in a Quality Manual which is made available to all employees.

This policy is posted on the Company Notice Board and can also be found in the staff handbook.

Though the Managing Director has ultimate responsibility for Quality all employees have a responsibility within their own areas of work so helping to ensure that Quality is embedded within the whole of the company.

Quality Policy reviewed and accepted as is.

Quality Policy needs revision. Following changes recommended:

1. **Review of internal and external issues of concern.** *Review the COTO Log and update it with any new or revised issues of concern.*

COTO log reviewed. No change

1. **Review of risks.** *Review the Risk Register within the COTO Log with a focus on managing the negative risks indicated therein, and assessing the effectiveness of actions taken to date.*

COTO log reviewed with risk and associated risk assessments unchanged

1. **Review of opportunities.** *Review the Opportunity Register within the COTO Log with a focus on managing the positive opportunities indicated therein, and assessing the effectiveness of actions taken to date.*

COTO log reviewed. No changes

1. **Internal and external audit results.** *Report on the status of internal quality audits: review results of audits conducted since last meeting, and issues discovered.*

None carried out

1. **Status of corrective and preventive actions via the CAR System.** *Review overdue CARs. Review trends indicated by the CARs filed.*

CAR 050 remains open with a deadline of 31/12/22.

CAR 069 remains open with a deadline of 31/12/22.

1. **Review of resources needed to maintain and improve the effectiveness of the company and its quality management system.** *Discuss resource needs for each of the following points.*

**EQUIPMENT RESOURCES REQUIREMENTS:**

Storage solution for the unit now complete with new pallet racking, new shelving units and zonal locations.

Stock control system now purchased with training and procedures to be rolled out.

New MEWP now ordered with expected delivery end of July from CTE.

**WORK ENVIRONMENT & INFRASTRUCTURE REQUIREMENTS:**

As we are getting more and more virtual meeting requests, we need a solution to host calls within the office. It was discussed that the old office be converted into a new webconferencing meeting room. CAR to be raised

**QUALITY SYSTEM & OTHER RESOURCE REQUIREMENTS:**

ISO 14001 and 45001 accreditation discussed again. Still part of our plan but it has to continue to be on hold due to our resource levels.

**HUMAN RESOURCES & TRAINING NEEDS:**

It was discussed that due to the increase in increased order book and increasing fleet, recruitment of some new roles would benefit us. 1no Installatio Operative required and 1no Workshop Manager role to be created. LR to speak to Dan McCann about his contact for the Installation Op role, DB to speak to Paul Rye about the Workshop Manager role.

1. **Review of the effectiveness of training and training programs in place.** *Include opportunities for improvement for training.*

Staff continue to be well trained through a variety of trusted suppliers. Role and business crticial training continues to be well co-ordinated.

1. **Review of suppliers.** *Discuss issues regarding suppliers of critical materials, hardware or software. Review supplier performance and any quality or delivery issues. Review open supplier corrective action notices issued since last meeting. Note any trends for individual suppliers. Indicate changes of supplier status or restrictions.*

No quality or CARs raised against a subcontractor. 1no new addition - MS Testing.

1. **Review of quality objectives, data and goals.** *Review the current Quality Objectives as outlined in the previous Management Review Meeting minutes against the Continuous Improvement Log to track progress and modify goals accordingly.* *Complete the Objectives table on the next page.*

Objectives reviewed. No Changes

| **Top-Level Process** | **Quality Objective(s)** | **Metric(s) / KPIs** | **Current Standing** | **Goal Met? (Y/N)**  **(If no, a CAR must be filed)** |
| --- | --- | --- | --- | --- |
| Management Responsibility Process | Maintain ISO 9001:2015 accreditation | Achieve re-certification by end of 2021 | Certification remains in place. | Y |
| Measurement, Analysis & Improvement Process | Satisfy clients’ needs | Increase turnover by a minimum of 5% each financial year | Overall our 3 biggest clients spend is +11.52% v last year. | Y |
| Resource Management Processes | Staff professional development | Provide all essential ongoing training to all staff as well as adhoc desirable training | All essential training has been completed | Y |
| Resource Management Processes | Improve service quality | Invest in structure and equipment | Continued investment made in both equipment and structure. See various items invested in on the CI log | Y |
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1. **Review customer feedback.** *Discuss customer feedback, customer satisfaction survey results and complaints not already discussed as part of the CAR system review.*

No complaints received.

Positive ffedback received from M6 J21a-26 project. Posted on Linkedin on 17/01/22.

1. **Update the Strategic Direction of the company.** *Include or attach the updated Strategic Direction.*

No change

1. **Discuss the overall performance of the quality system, any changes to the company that may affect the quality system.** *Include new opportunities for improvement.*

QMS seems to be peforming well.

1. **Note other recommendations for improvement to the company’s products, services, and/or QMS.** *Include explanation of any changes to the QMS that have been deemed necessary.*

LP advised some documents need to be updated soon. QMD 004 due to structural changes and QMD 007 due for review by 17/08/22.

1. **Review environmental management performance** *Use Environment Management Log to identify issues, areas of improvement and trends*

n/a

1. **Review and discuss any amendments to environmental management procedures to ensure effectiveness in reducing/preventing significant impacts on the environment**

n/a

1. **Note follow-up activities from prior Management Review issues.**

Review Ln#8 for COTO Opps tab.

Reviewed - no change.

From CI Log. Storage solution. With more stock potentially being held, new racking and storage system to be installed which will help facilitate the introduction of a stock control system.

See item 7

From CI Log. Stock control system. With the introduction of new storage and more stock being held, a system to be introduced to identify stock, movements and location

See item 7

It was also discussed that we should investigate the purchase of a new MEWP. By replacing our machinery with new, state-of-the-art equipment, this will improve both the quality of our service delivery.

See item 7

1. **Set date for next Management Review:**

19/12/2022

1. **CARs FILED:**

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| **Line Item or**  **CAR #** | **Corrective / Preventive OFI?** | **Nature of Issue** |
| 070 | OFI | Introduce new webconferencing facilities within the office environment |
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1. **ITEMS FOR FOLLOW-UP AT NEXT MEETING:** *Read through the entire minutes above and copy any items that need to be looked at again, or followed up on, at the next meeting.*
2. It was discussed that due to the increase in increased order book and increasing fleet, recruitment of some new roles would benefit us. 1no Installatio Operative required and 1no Workshop Manager role to be created. LR to speak to Dan McCann about his contact for the Installation Op role, DB to speak to Paul Rye about the Workshop Manager role.
3. LP advised some documents need to be updated soon. QMD 004 due to structural changes and QMD 007 due for review by 17/08/22.