	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-QMR-03-01
	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	1 of 3
SECTION	MANAGEMENT RESPONSIBILITY	EFFECTIVITY DATE	01 July 2023
SUBJECT	MANAGEMENT REVIEW		

1.0 OBJECTIVE

To ensure the conduct of a periodic management review of the Quality Management System to assess its continuing suitability, adequacy, and effectiveness.

2.0 SCOPE

This procedure covers all activities involving the conduct of management review for DOST Regional Office No. IX Quality Management System from agenda preparation to dissemination and filing of the minutes of the meeting *including the risks and opportunities associated with the process.*

3.0 ACCESS

This procedures manual has been uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.

4.0 DEFINITION OF TERMS

QMR - Quality Management Representative



Management Committee - refers to a committee composed of Top Management headed by the Regional Director, Assistant Regional Directors, Provincial & City Directors, QMR, Document Custodian, and Head of Internal Quality Audit (IQA) Team.


5.0 RECORDS

- Notice of the Management Review Meeting
- Minutes of the Meeting

6.0 REFERENCE

- *ISO 9001:2015 Standard*

Prepared by:  QMS Secretariat	Approved by:  Quality Management Representative
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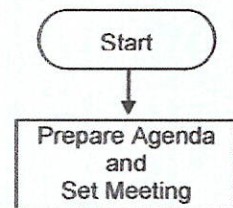
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7.0 PROCEDURE

FLOW

PERSON RESPONSIBLE

DETAILS



QMR/ QMS
Secretariat

- Prepares schedule and agenda for the meeting and gets approval of the Regional Director
- The agenda includes the following:
 - Review of the Minutes of the Previous Management Review and Matters Arising from the Minutes
 - Review of the Quality Policy and Objectives
 - Review of the Changing Needs and Expectations of the Customers Stakeholders and Interested Parties
 - Stakeholders and Interested Parties
 - Review of Audit Findings
 - Assessment on the Actions to Address Risks and Opportunities
 - Summary of Accomplishment by Functional Objectives
 - Summary of Customer Satisfaction Feedback and Complaints
 - Performance of the External Providers
 - Adequacy of Resources
 - Opportunities for continual improvements
 - Assessment on the effectiveness or impact of the QMS
 - Planning for the QMS implementation
 - Other Issues and Concerns

Conduct Management
Review

Management
Committee
Chairperson


- Call meeting to order.
- Read and approve minutes of previous meeting.
- Discuss new agenda.
- The output from the management review includes any decisions and actions related to:
 - a) improvement of the effectiveness of the quality management system and its processes
 - b) improvement of product related to customer requirements, and
 - c) resource needs.

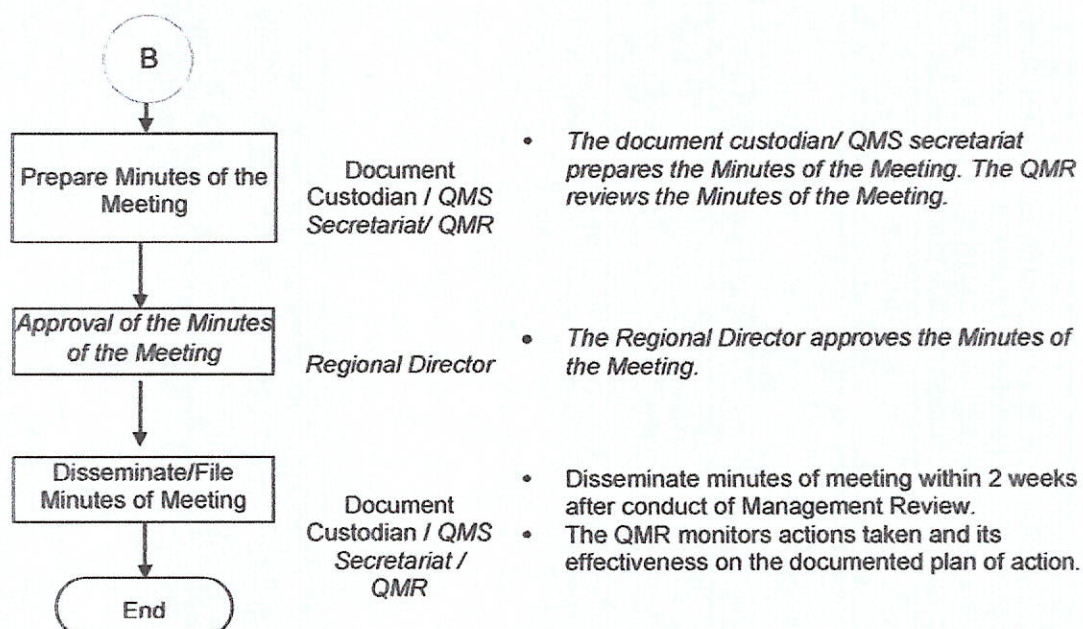
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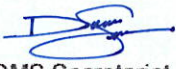


QMS Secretariat

Approved by:


Quality Management Representative

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