	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>QM-DOST IX 09-03</b>
	<b>QUALITY MANUAL</b>	REVISION NUMBER	<b>2</b>
		PAGE NUMBER	<b>1 of 1</b>
SECTION	PERFORMANCE EVALUATION	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>MANAGEMENT REVIEW</b>		

Top Management reviews the effectiveness of the QMS at least once a year to ensure that it is adequate, effective, and still suitable to meet changing requirements. The review involves identifying internal and external issues, risks and opportunities for improvement, and possible need for changes, including the quality policy, objectives, and scope of the QMS.



The agenda for the review include results of audits, status of actions from previous management review, changes in the internal and external issues that are relevant to the QMS, information on the performance and effectiveness of the QMS including, customer satisfaction and feedback from relevant interested parties, extent to which the quality objectives have been met, process performance and conformity of the services provided, nonconformities and corrective actions, monitoring and measurement results, and the performance of external providers. Adequacy of resources, the effectiveness of actions taken to address risk and opportunities, and opportunities for improvement are also discussed and evaluated.

Outputs of the management review include decisions and actions leading to the improvement of the effectiveness of the QMS and its processes; improvement of services provided related to customer requirements; identifying resource needs; and any need for changes to the QMS.

Documented information from management reviews *is* retained as evidence of the results of the QMS and to provide ready information for traceability and to facilitate evaluation of the management review process itself, to ensure its continued effectiveness and added value to the organization.

## REFERENCES

- PM-QMS 03-01 Management Review

Prepared by:	Approved by:
 Quality Management Representative	 Regional Director