PT. WARLBOR INTERNATIONAL INDONESIA

Management Review Control Procedures

Document No.	WII/QP-20
Version status	Version A time 3
Distribution department code	The system covers all departments
Controlled state	CONTROLLED B

Prepared by: Elian

Reviewed by: Shi Meng Zhi

Approved by: Wang Hong Yu

Released on April 08, 2024 Implemented on April 08, 2024

WII/QR01-05

List of Document Modifications				
Date of modification	Modified content	Original version	Modified version	Modifier
20/05/2022	Initial Release	Version A Time 0	Version A Time 0	Xiao Jianbin
10/03/2023	Revised Chinese into 3 languages English, Chinese and Indonesian	Version A Time 0	Version A Time 1	MaWeiLei
09/10/2023	Divide the previous version into three and rewrite it according to the Chinese, English and Indonesian versions	Version A Time 1	Version A Time 2	Elian
08/04/2024	To change Quality Control to Quality.	Version A Time 2	Version A Time 3	Elian

1 Purpose

Review the suitability, adequacy and effectiveness of the quality management system to ensure that the quality policy and quality objectives are suitable for the needs of enterprise development, so as to continuously improve the quality management system and seek opportunities for improvement and change.

2 Scope of application

This procedure is applicable to the review of quality management system.

3 Responsibilities

3.1 The General Manager decides the timing of management review, presides over the meeting and approves the management review instructions.

3.2 The general manager or management representative is responsible for organizing and coordinating the members of various functional departments to participate in the review.

3.3 The Quality Department Dept. arranges specific matters, prepares, collects and provides required data, records and keeps review conclusions, prepares Management Review Report, and is responsible for organizing, coordinating and verifying corrective actions.

3.4 All relevant functional departments are responsible for preparing and providing review materials related to their own work, and for formulating, implementing, maintaining and continuously improving the corrective and preventive measures proposed in the review.

3.5 The Quality Department is responsible for the preparation and repair of this procedure document.

4 Definitions (None)

5 Contents

5.1 Management review planning

5.1.1 It shall be held at least once a year, with an interval of no more than 12 months. It shall be reviewed by meeting. The participants shall be the company leaders and department heads who undertake functions in the quality management system. If they cannot attend, representatives shall be appointed to attend. When there are major changes due to the following circumstances, the general manager may organize the review in due course

according to the situation:

5.1.1.1 When the market demand changes significantly;

5.1.1.2 When major changes have taken place in relevant laws, regulations and standards;

5.1.1.3 When the quality policy, organizational structure, product scope and resource allocation of an enterprise have undergone major changes;

5.1.1.4 When major quality accidents occur continuously or customers have serious or continuous complaints;

5.1.1.5 When other circumstances require it.

5.1.2 The Quality department shall prepare the management review plan at least one week before the management review, and issue it after being approved by the general manager. The contents include: review purpose, basis, time, participants, review place, name and time of report to be submitted, etc.

5.2 Review input

5.2.1 Internal quality audit and summary analysis, operation of quality management system and improvement suggestions (corrective and preventive measures and effects, tracking measures and effects of previous management reviews, organizational structure, function distribution, suitability of quality policy and implementation effects, etc.); Description of planned changes that may affect the quality management system.

5.2.2 Process monitoring and product quality inspection and summary analysis of unqualified products, handling of major quality accidents, handling of market information and suggestions for improvement.

5.2.3 Customer satisfaction survey summary analysis results and market information, customer feedback disposal and improvement suggestions.

5.2.4 Summary analysis of quality objectives and sub-objectives assessment of various departments and suggestions for improvement.

5.2.5 Human resources situation, effect of measures taken and suggestions for improvement.

5.2.6 Changes in internal and external factors related to the quality management system, changes in laws, regulations and standards, and suitability of resources.

5.2.7 Adequacy of resources.

5.2.8 Effectiveness of measures taken to address risks and opportunities.

5.2.9 Suggestions for improvement submitted by other departments.

5.3 Preparation before Review

5.3.1 All functional departments shall collect relevant information according to the meeting contents, including the relevant contents in 5.2 "Review Input" above.

5.3.2 The Quality Department shall notify the specific meeting time, place and participants, and prepare the meeting place and record forms.

5.4 Management Review Meeting

5.4.1 The general manager shall preside over the review meeting, and the Quality department shall be responsible for recording. All participants should sign in and evaluate the review input, put forward corrective and preventive measures for existing or potential nonconformities, and determine the responsible person and time.

5.4.2 The presiding officer of the meeting shall make a conclusion on the review contents involved (including further investigation, verification, etc.).

5.5 Proposed corrective and preventive measures

5.5.1 According to the input evidence provided by various functional departments and the requirements of quality management system standards, the evaluation members objectively and fairly evaluate the quality management system and product realization process, and the Quality department shall prepare the "Corrective and Preventive Action Activity Table" for non-conforming items.

5.5.2 All responsible departments shall analyze the causes of non-conforming items and include them in the "Corrective and Preventive Action Activity Table".

5.6 Implementation of corrective and preventive measures

5.6.1 The Quality Department will distribute the "Corrective and Preventive Action Activity List" to all relevant functional departments, which will be confirmed by the head of the department and specify the planned corrective and preventive actions.

5.6.2 Corrective and preventive measures shall be feasible and require clear objectives and specific completion dates.

5.7 Review output

5.7.1 The Quality Department will compile the items and improvement opinions approved at the meeting and planned to take corrective and preventive measures into the management review report. And organize the preparation of "management review report" submitted to the general manager for approval, and according to the distribution scope to the relevant personnel. The contents of the Management Review Report include:

5.7.1.1 Propose aspects and measures to be improved on the suitability, adequacy and

effectiveness of the quality management system and process, including measures on quality policy and objectives, organizational structure and process control.

5.7.1.2 Evaluate product conformity related to customer requirements, and propose items and measures to be improved.

5.7.1.3 puts forward the suitability of existing resources according to the changes of internal and external environment of enterprises.

5.7.2 Once the management review report is approved, the Quality Department shall issue it to all relevant responsible departments and relevant personnel.

5.8 Implementation and follow-up confirmation of improvement measures

5.8.1 After receiving the management review report, each responsible department shall fully work on the corrective and preventive measures taken according to the plan for non-conforming projects, and complete each measure plan within a limited time.

5.8.2 The Quality Department tracks the improvement of non-conforming items in each responsible department. When it finds that the planned corrective actions can not achieve the predetermined effect, it shall promptly issue the "Corrective and Preventive Action Activity Table" to the responsible department again, and ask the responsible department to take immediate measures to improve it, specifically according to the "Corrective and Preventive Action Control Procedure".

5.8.3 The general manager shall pay attention to the improvement results of non-conforming items at an appropriate time and take effective measures to correct non-conforming items at any time.

5.9 All records shall be carried out by Quality Department in accordance with the Record Control Procedures.

6 Related documents

6.1 WII/QP-01 (Document Control Procedures)

6.2 WII/QP-02 (Record Control Procedures)

6.3 WII/QP-19 (Internal Audit Control Procedures)

6.4 WII/QP-21 (Corrective and Corrective Action Control Procedures)

7 Related records

7.1 WII/QR01-07 (Management Review Plan)

7.2 WII/QR01-08 (Meeting Attendance Form)

7.3 WII/QR01-09 (Management Review Report)

7.4 WII/QR01-16 (Corrective and Preventive Action Activity Sheet)