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| 管理评审程序  Management review procedure  Biên bản đánh giá của lãnh đạo |

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| **1.目的**  **1.Aim**  对公司综合管理体系的持续适宜性、充分性和有效性进行评审，确保体系有效运行，特制定本程序。  This procedure is specially formulated to review the continuous suitability, sufficiency and effectiveness of the company's comprehensive management system and ensure its effective operation.  **2.适用范围**  **2.range of application; sphere of application**  适用于本公司质量体系(ISO9001)和其他体系(ISO14001、ISO45001、CSR)的运行，均纳入评审范围内。  The operation of the company's quality system (ISO9001) and other systems (ISO14001, ISO45001, CSR) is all included in the review scope.  **3.职责**  **3.responsibility** 3.1 最高管理者负责主持范围内的管理评审会议。3.1 The top management is responsible for presiding over the management review meetings within their scope.3.2 各部门负责准备和提供与本部门有关的管理评审资料，本部门工作汇报，落实管理评审报告中与本部门有关的工作内容，制订本部门纠正预防措施并组织实施。3.2 Each department is responsible for preparing and providing management review materials related to its own department, work reports of its own department, implementing the work contents related to its own department in the management review report, formulating corrective and preventive measures for its own department and organizing their implementation. **4.定义**  **4.definition**  管理评审：最高管理者为评价管理体系的适宜性、充分性和有效性所进行的活动。  Management review: The activity carried out by top management to evaluate the suitability, sufficiency and effectiveness of the management system.  **5.作业内容**  **5. job content** 5.1 管理评审会议分为例行评审会议及追加评审会议，组织管理评审时，根据需要编制《管理评审计划》。例行评审会议每年进行一次，相关部门经理共同参加。 5.1 Management review meetings are divided into regular review meetings and additional review meetings. When organizing management reviews, a "Management Review Plan" shall be compiled as needed. The regular review meeting is held once a year, with the participation of managers from relevant departments. 5.2下列情况时，质量部直接提出评审要求，相关部门组织会议，适时进行追加评审会议 5.2 In the following circumstances, the Quality Department shall directly put forward the review requirements, and the relevant departments shall organize meetings and conduct additional review meetings in a timely manner 5.2.1公司的组织架构、产品结构、资源和管理体系的环境和条件发生重大变化和调整时； 5.2.1 When there are significant changes and adjustments to the environment and conditions of the company's organizational structure, product structure, resources and management system; 5.2.2外部相关的法律、法规、政策和标准以及其他要求发生变更时； 5.2.2 When there are changes in relevant external laws, regulations, policies, standards and other requirements; 5.2.3公司发生重大质量、环境保护、职业健康安全和社会责任事故或相关方连续投诉时。 5.2.3 When the company experiences major quality, environmental protection, occupational health and safety, and social responsibility accidents or when there are continuous complaints from relevant parties.  5.2.4第三方认证审核前或其他认为有管理评审需要时。  5.2.4 Before a third-party certification audit or when other circumstances are deemed necessary for management review. 5.3 管理评审输入及评审内容5.3 Management Review Input and Review Content5.3.1 ISO9001质量管理体系管理评审输入内容如下：5.3.1 The input content for the ISO9001 quality management system management review is as follows:以往管理评审所采取措施的实施情况；a) The implementation status of the measures taken in previous management reviews;与质量管理体系相关的内外部因素的变化；b) Changes in internal and external factors related to the quality management system;有关质量管理体系绩效和有效性的信息，包括下列趋势性信息：c) Information regarding the performance and effectiveness of the quality management system, including the following trend information:顾客满意和相关方的反馈；1) Customer satisfaction and feedback from relevant parties;质量目标的实现程度；2) The degree of achievement of quality objectives;过程绩效以及产品和服务的符合性；3) Process performance and the conformity of products and services;不合格以及纠正措施；4) Nonconformities and corrective measures;监视和测量结果； GB/T 19001—2015 145) Monitoring and measurement results; GB/T 19001—2015 14审核结果；6) Review result;外部供方的绩效。7) Performance of external suppliers.资源的充分性；d) Sufficiency of resources;应对风险和机遇所采取措施的有效性（见6.1）；e) The effectiveness of the measures taken to address risks and opportunities (see 6.1);改进的机会。f) Opportunities for improvement.  * + 1. QC080000 HSPM 有害物质过程管理体系管理评审的输入内容如下：  5.3.2 The input content for the management review of the QC080000 HSPM Hazardous Substances Process management system is as follows:  1. HSF 方针和目标的适宜性和实现；  a) The suitability and achievement of the HSF policy and objectives;法律法规和顾客在HS 控制方面的要求的变化；b) Changes in laws, regulations and customer requirements regarding HS control;HS 的识别、使用；c) Identification and application of HS;HSF 不合格和纠正措施，包括审核结果；d) HSF nonconformities and corrective actions, including audit results;客户对组织的HS 管理绩效所作的评价和反馈；e) The evaluation and feedback made by customers on the organization's HS management performance;任何因违反法律法规或顾客的要求而造成的损失；f) Any losses caused by violation of laws, regulations or customer requirements;实现HSF 产品和过程所需的资源；g) Resources required to implement HSF products and processes;改进机会。h) Opportunities for improvement. 5.3.3 ISO14001环境管理体系管理评审的输入内容如下：  5.3.3 The input content for the management review of ISO14001 environmental Management System is as follows:  a）以往管理评审所采取措施的状况；  a) The status of the measures taken in previous management reviews;  b）以下方面的变化：  b) Changes in the following aspects:   1. 与环境管理体系相关的内、外部问题；   1）Internal and external issues related to the environmental management system;   1. 相关方的需求和期望,包括合规义务；   2) The demands and expectations of relevant parties, including compliance obligations；   1. 其重要环境因素；   3) Its significant environmental factors;   1. 风险和机遇；   4) Risks and Opportunities;   1. 环境目标的实现程度；   a) The degree of achievement of environmental goals;   1. 组织环境绩效方面的信息，包括以下方面的趋势：   b) Information on organizational environmental performance, including the following trends:   1. 不符合和纠正措施；   1) Non-conformities and corrective actions;   1. 监视和测量的结果；   2) Results of monitoring and measurement;   1. 其合规义务的履行情况；   3) The fulfillment of its compliance obligations;   1. 审核结果；   4) Review result;   1. 资源的充分性；   c) Sufficiency of resources;   1. 来自相关方的有关信息交流，包括抱怨；   d) Information exchange from relevant parties, including complaints;   1. 持续改进的机会。   e) Opportunities for continuous improvement.  5.3.4 ISO45001职业健康安全管理体系管理评审的输入内容如下：  5.3.4 The input content for the ISO45001 Occupational Health and Safety Management System management review is as follows:   1. 以往管理评审所采取措施的状况；   a) The status of the measures taken in previous management reviews;   1. 与职业健康安全管理体系相关的内部和外部议题的变化，包括：   b) Changes in internal and external issues related to the occupational health and safety management system, including:   1. 相关方的需求和期望；   1) The demands and expectations of relevant parties;   1. 法律法规要求和其他要；   2) Requirements of laws and regulations and other requirements;   1. 风险和机遇；   3) Risks and Opportunities;   1. 职业健康安全方针和职业健康安全目标的实现程度；   c) The degree of achievement of the occupational health and safety policy and occupational health and safety objectives;   1. 职业健康安全绩效方面的信息，包括以下方面的趋势：   d) Information on occupational health and safety performance, including the following trends:   1. 事件、不符合、纠正措施和持续改进；   1) Events, non-conformities, corrective actions and continuous improvement;   1. 监视和测量的结果；   2) Results of monitoring and measurement;   1. 对法律法规要求和其他要求的合规性评价的结果；   3) The results of the compliance evaluation of legal and regulatory requirements and other requirements;   1. 审核结果（ISO45001和安全生产标准化自评结果）；   4) Audit results (ISO45001 and self-assessment results of safety production standardization);   1. 工作人员的协商和参与；   5) Consultation and participation of staff members;   1. 风险和机遇；   6) Risks and Opportunities;   1. 保持有效的职业健康安全管理体系所需资源的充分性；   e) The sufficiency of resources required to maintain an effective occupational health and safety management system;   1. 与相关方的有关沟通；   f) Communication with relevant parties;   1. 持续改进的机会。   g) Opportunities for continuous improvement. 5.4评审会议过程5.4 Review Meeting Process公司最高管理者组织对各部门汇报的内容进行逐项评审，共同分析和研究进一步调查和验证必要性，在此基础上，做出采取纠正和预防措施的决定The top management of the company organizes a review of the contents reported by each department item by item, jointly analyzes and studies the necessity of further investigation and verification, and on this basis, makes decisions to take corrective and preventive measures5.5最高管理者对评审后的改进活动提出明确要求，包括管理方针和目标是否需要变更，组织结构和资源配置是否需要调整，产品质量、有害物质、环境管理、职业健康安全管理、社会责任管理和过程的监视和测量是否需要加强等。5.5 The top management shall put forward clear requirements for the improvement activities after the review, including whether the management policy and objectives need to be changed, whether the organizational structure and resource allocation need to be adjusted, and whether the monitoring and measurement of product quality, hazardous substances, environmental management, occupational health and safety management, social responsibility management and processes need to be strengthened, etc. 5.6 管理评审输出 5.6 Management Review Output5.6.1 ISO9001质量管理体系管理评审输出内容如下：5.6.1 The output content of the ISO9001 quality management system management review is as follows:管理评审的输出应包括与下列事项相关的决定和措施：The output of the management review should include decisions and measures related to the following matters:改进的机会；a) Opportunities for improvement;质量管理体系所需的变更；b) Changes required for the quality management system;资源需求。c) Resource requirements.组织应保留作为管理评审结果证据的形成文件的信息。The organization shall retain documented information as evidence of the results of management reviews.5.6.2 QC080000 HSPM 有害物质过程管理体系管理评审的输出内容如下： 5.6.2 The output content of the management review for the QC080000 HSPM hazardous Substances process management system is as follows:   1. 改进的机会；   a) Opportunities for improvement;   1. HSPM 体系所需的变更；   b) Changes required for the HSPM system;   1. 资源需求；   c) Resource requirements;   1. 满足9.3.2 b) 所需的能力变更；   d) Meet the capability changes required by 9.3.2b);   1. 满足9.3.2 c) 所需的检测、监视和测量设备变更。   e) Meet the changes of the detection, monitoring and measurement equipment required by 9.3.2c).  公司应将管理评审的结果保留为成文信息作为证据。  The company should retain the results of the management review as documented information as evidence.  5.6.3 ISO14001环境管理体系管理评审的输出内容如下：  5.6.3 The output content of the ISO14001 environmental management system management review is as follows:   1. 对环境管理体系的持续适宜性、充分性和有效性的结论；   a) Conclusions on the continuous suitability, sufficiency and effectiveness of the environmental management system;   1. 与持续改进机会相关的决策；   b) Decisions related to opportunities for continuous improvement;   1. 与环境管理体系变更的任何需求相关的决策,包括资源；   c) Decisions related to any requirements for changes in the environmental management system, including resources;   1. 如需要,环境目标未实现时采取的措施；   d) Measures taken if necessary when environmental goals have not been achieved;   1. 如需要,改进环境管理体系与其他业务过程融合的机会；   e) Opportunities to improve the integration of the environmental management system with other business processes if necessary;   1. 任何与组织战略方向相关的结论。   f) Any conclusions related to the strategic direction of the organization.  组织应保留文件化信息,作为管理评审结果的证据。  The organization shall retain documented information as evidence of the results of management reviews.  5.6.4 ISO45001职业健康安全管理体系管理评审的输出内容如下：  5.6.4 The output content of the ISO45001 Occupational Health and Safety Management System management review is as follows:   1. 职业健康安全管理体系在实现其预期结果方面的持续适宜性、充分性和有效性；   a) The continuous suitability, sufficiency and effectiveness of the occupational health and safety management system in achieving its expected results;   1. 持续改进的机会；   b) Opportunities for continuous improvement;   1. 任何对职业健康安全管理体系变更的需求；   c) Any demand for changes to the occupational health and safety management system;   1. 所需资源；   d) Required resources;   1. 措施(若需要)；   e) Measures (if necessary);   1. 改进职业健康安全管理体系与其他业务过程融合的机会；   f) Opportunities to improve the integration of the occupational health and safety management system with other business processes;   1. 对组织战略方向的任何影响。   g) Any impact on the strategic direction of the organization.  最高管理者应就相关的管理评审输出与工作人员及其代表(若有)进行沟通(见7.4)。  组织应保留文件化信息，以作为管理评审结果的证据。  Top management should communicate with staff and their representatives (if any) regarding the relevant management review outputs (see 7.4).  The organization shall retain documented information as evidence of the results of management reviews. 5.7 改善措施实施及验证5.7 Implementation and verification of improvement measures5.7.1 各相关部门依据评审会议确定的改善计划，确定具体的行动方案。5.7.1 Each relevant department shall determine the specific action plan based on the improvement plan determined at the review meeting.5.7.2 纠正和预防措施的具体要求见《纠正和预防措施管理程序》5.7.2 The specific requirements for corrective and preventive actions are detailed in the "Corrective and Preventive Action Management Procedure".5.7.3 相关记录（输入报告，管理评审会议记录）按《记录控制管理程序》的要求进行管理及保存归档。5.7.3 Relevant records (input reports, management review meeting minutes) shall be managed and archived in accordance with the requirements of the "Record Control Management Procedure". **6.相关文件**  **6. Relevant documents**  6.1 《持续改善管理程序》 C2GM-011-000  6.1 "Continuous Improvement Management Procedure" C2GM-011-000  6.2 《记录控制管理程序》 C2QA-007-000  6.2 Record Control Management Procedure C2QA-007-000  **7.相关表单记录**  **7. Relevant form records**  7.1《管理评审报告》 CMJM-FOR-0289  7.1 "Management Review Report" CMJM-FOR-0289  7.2 《管理评审计划》 CMJM-FOR-0600  7.2 "Management Review Plan" CMJM-FOR-0600  **8.附件**  **8. Attachment**  无  no | | | |