

BAIRSTOW BROTHERS (1985) LIMITED
QUALITY MANAGEMENT SYSTEM

QUALITY PROCEDURE	Ref: QP06
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MANAGEMENT REVIEW	Issue: 1 Revision 1
	Date: 06/04/06

Authorised and Issued by the Managing Director

1 Purpose and Definitions

- 1.1 To facilitate open discussion and review of operational performance throughout the company's operations
- 1.2 To generate options and recommendations for the improvement of operational performance
- 1.3 To decide on and initiate performance improvement activities
- 1.4 To monitor and control progress of development and implementation of performance improvement activities

2 Scope and Responsibilities

- 2.1 This procedure is championed by the Managing Director.
- 2.2 All managers participate equally in this procedure and the procedure covers all operational responsibilities of those managers.
- 2.3 Where gaps in operational responsibilities are identified through this procedure, the Managing Director is responsible for allocating those responsibilities to a suitable candidate.

3 Procedure

- 3.1 Management Review meetings shall be held once yearly. Management Review meetings are supplemented by management meetings at least quarterly.
- 3.2 Team briefings are held when required.
- 3.3 Inputs to and outputs from the Management Review Meeting shall be as shown below:

Inputs

- Actions from last meeting
- Results of audits
- Customer feedback
- Process performance and product conformity
- Status of corrective and preventive actions
- Changes that could affect the Quality Management System (QMS)
- Recommendations for improvement
- Data to monitor quality objectives

Outputs

- Minutes, showing decisions and actions aimed at improving the effectiveness of the QMS, processes and the company's ability to meet customer requirements and resource needs.

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4 Records

4.1 Meeting minutes, agendas and notes shall be retained in accordance with Quality Procedure [QP02-Control of Records](#).

5 Documentation

[QP06-01 Meeting Schedule](#)

[QP02-01 Quality Record Register](#)

BAIRSTOW BROTHERS (1985) LTD			AMENDMENT SHEET	
Document Ref.		QP06-Management Review		
Date	Issue. No	Details of amendment(s)	Approved by	Position
06/04/06	1	First issue	Neil Kendall	Project Manager