

Management Review

Aim

The aim of this procedure is to have a defined process for the periodic review and evaluation of the DC Resources' Management System by the top management to ensure its continuing suitability, adequacy and effectiveness in meeting the requirements of both the Quality and Work Health & Safety.

Scope

This procedure applies to all areas of operation.

Responsibility

Person	Task
Directors	Chair Review Meetings
Management Representative	Organising the review meetings, preparing the agenda, preparing and circulating minutes and action plans, and following up actions to ensure that decisions made are implemented.

Method

The following standard agenda shall apply for every meeting. Other items shall be added as appropriate.

- Review of any actions outstanding from previous meetings
- Review of organisational performance arising from nonconformities, hazards, risk assessments, incidents, complaints and audit findings
- Review of internal and external issues and interested parties
- Review of Organisational risks
- Review of progress towards the achievement of the current programme of improvement
- Review of objectives and targets – Quality, WHS and other targets
- Review of the Policies, Manuals and Operating Procedures to ensure that they are still consistent with, and relevant to, the overall policies and objectives of the organisation
- Review of WHS hazards & risks
- Review of compliance
- Review of supplier performance and related issues
- Review of training needs
- Review the views of interested parties, if any
- Recommendations for improvement
- Date for next meeting

The Management Representative will record and maintain meeting minutes identifying issues discussed, corrective and preventative actions to be taken and the implementation of the recommendations for improvement by the Management Review. Required actions will be assigned to the specific individuals with a scheduled timeframe for their progress report and completion date.

The Management Review Meeting will be held at a minimum frequency of twice yearly. The date for the next meeting will be recorded as part of the Management Review Minutes.

Records

Records shall be retained consistent with Document & Records Management

Management Review Meeting records are stored within the MyQuality software system.