

Rose Electronics Distributing Co., Inc.

Quality Manual

MAN-05-6

MANAGEMENT RESPONSIBILITY			
Section 5.6	Section Rev.: 0001	Rev. Date: 08/01/02	Section Page 1
Management Review			

GENERAL POLICY

Top management conducts periodical reviews of the quality system. The review evaluates the suitability and effectiveness of the system, identifies opportunities for improvement, and considers the need for changes to the quality policy and quality objectives. Results of the review are documented.

PROCEDURAL POLICIES

1. General

1.1 The purpose of management reviews is to:

- Evaluate the suitability, adequacy and effectiveness of the quality system;
- Consider changes to the quality management system and to the quality policy and quality objectives; and
- Identify opportunities for improvement of the quality system, processes and products.

1.2 Management reviews are chaired by the Quality Assurance Manager and are attended by top managers representing all departments.

1.3 Management reviews are conducted at least once a year. More frequent reviews are scheduled in periods when organizational or product changes, or other circumstances require increased attention and input from the top management.

2. Review input

2.1 Input into the management reviews consists of information and data related to quality performance of the organization. At a minimum, this includes:

- Action Items from last meeting,
- Results of internal quality audits,
- Customer feedback and complaints,

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Management Review

- Customer satisfaction,
- Process performance and product conformance data,
- Status of preventive and corrective actions,
- Training,
- Changes that could affect the quality system,
- Follow-up actions from earlier management reviews, and
- Recommendations for continual improvement.

Section 8.4 of this manual, Analysis of Data, and Operational Procedure QOP-56-01, Management Review, define the scope, and method of presentation, of the input information and data.

3. Review output

- 3.1 Management reviews are concluded with actions related to improvement of the quality management system, and improvement of processes and products to better meet customer requirements. The review also identifies resource needs to implement these actions.
- 3.2 Results of management reviews are documented in minutes of the review meeting. The minutes include improvement actions, and assign responsibilities and allocate resources for implementation of these actions.

ASSOCIATED DOCUMENTS

- Operational Procedure QOP-56-01: Management Review