Administrative Change Management

Version	Date	Approved By	Summary of Changes
01	6/4/2026	Wesley King	Initial Release

1. Introduction

Our ISO quality management systems are integrated and share many common practices and documents. The integrated quality management system is required to be reviewed at planned intervals to ensure that we are maintaining their suitability, adequacy, effectiveness, and alignment with the respective standards. Vigilance over the performance of our integrated management system is exercised through our management review meetings (MRM).

2. Scope

Management review includes the operation and performance of our ISO integrated quality management system.

3. Responsibility

It is the responsibility of management to ensure that:

- Our quality management system is reviewed at planned intervals to ensure their continued suitability, adequacy, and effectiveness.
- The MRM agenda addresses each of the management review inputs presented in the Standards.
- Assigned actions are effectively executed and verified.
- Opportunities for improvement are identified, resourced, and planned.

4. Procedure

Management reviews are to be held at planned intervals, as determined by management, to:

- Evaluate systems' performance and continued value to business performance.
- Determine whether the company is operating effectively and is maintaining alignment with the company's QMS Scope and strategic direction.
- Identify opportunities for improvement.
- Determine whether the company is continuing to meet customer requirements.
- Continually improve.
- The meeting must be attended by top management, internal audit, and other staff as appropriate. The meeting shall address the following topics:
- Actions from previous management reviews
- Changes in external and internal issues relevant to the company's business context
- Information on quality performance, including trend analysis and evaluation for:
- Nonconformities and corrective actions

- Monitoring and measurement results
- Audit results
- Customer satisfaction
- Quality Objectives performance
- Issues concerning interested parties and external providers
- Process performance and conformity of products and services
- Effectiveness of actions to address risk and opportunity
- Adequacy of resources
- Opportunities for improvement

The review must cover at a minimum the period since the last Management Review Meeting.

The person responsible for any actions identified at the meeting must be recorded in the meeting minutes together with target dates for completion.

Outputs from the management review shall include decisions related to:

- Improvement opportunities
- Management system changes
- Additional resource requirements

The minutes of the meeting will be recorded and retained for future reference. Copies are to be available to all personnel who attended the meeting together and individuals who have actions placed upon them.

5. Related Documentation

QMS REC 06 Management Review Agenda & Minutes