SECTION S17 - MANAGEMENT REVIEW

OBJECTIVE

To ensure that the Quality and Environmental Management Systems are reviewed for continuous suitability, adequacy and effectiveness.

To identify opportunities for continuous improvement and changes required to the Quality and Environmental Management Systems.

RESPONSIBILITIES

The QE Manager shall prepare the agenda and record the minutes of the Management Review Meeting and maintain the Quality and Environmental Management Systems Records.

PROCEDURES

1. Attendance

An overall review of the Quality and Environmental Management Systems shall be undertaken at least annually.

The date for the review shall be agreed between the Managing Director and the QE Manager and recorded.

The review meeting shall be attended by the following staff members:

(a) Managing Director
(b) Directors/Project Directors
(c) QE Manager
(d) Others, as nominated by the Managing Director

2. Review Agenda

The review agenda shall be prepared by the QE Manager, which shall include but not necessarily limited to the following:

2.1 Management Review Inputs

The management review shall be planned and carried out taking into consideration:

(a) The status of actions from previous management reviews;

(b) Changes in external and internal issues that are relevant to the quality and environmental management systems, including significant environmental aspects;

(c) Information on the performance and effectiveness of the quality and environmental management systems, including trends in:

(i) customer satisfaction and feedback from relevant interested parties, including compliance obligations & complaints;

(ii) the extent to which quality and environmental objectives have been met;

(iii) process performance and conformity of products and services;

(iv) nonconformities and corrective actions;

(v) monitoring and measurement results;

(vi) audit results;

(vii) the performance of external providers;

(viii) fulfillment of its compliance obligations;

(d) the adequacy of resources;

(e) the effectiveness of actions taken to address risks and opportunities and any of its changes (see 6.1);

(f) opportunities for continual improvement.

2.2 Management Review Outputs

The outputs of the management review shall include decisions and actions related to:

(a) opportunities for continual improvement;

(b) any need for changes to the quality and environmental system

(c) resource needs;

(d) Information on the Company environmental performance, including trends in:

(i) non-conformities and corrective actions;

(ii) monitoring and measurement results;

(iii) fulfillment of its compliance obligations;

(iv) audit results;

(e) adequacy of resources;

(f) relevant communication from interested parties, including complaints.

The Company shall retain documented information as evidence of the results of management reviews.

2.3 Any Other Matters

2.3.1 Review information about external and internal issues regarding our organization and its context.

2.3.2 Review information about interested parties and their requirements.

2.3.3 Organisational knowledge

Copies of the minutes shall be distributed to all those attending the meeting and any other interested parties, as agreed at the meeting.

The QE Manager shall retain a copy of the minutes in the Quality and Environmental Management Systems files.