



**Procedure 06**  
**MANAGEMENT REVIEW**

Date prepared : December 27, 2016  
Date approved : December 29, 2016  
Effectivity Date : January 3, 2017  
Revision No. : 00  
Revision Date :  
Control No. : PM 06-01

Reviewed by: Ricardo B. Perez-GM

Approved by: Danilo T. Castro-BOD Chairman

## **1.0 OBJECTIVES**

- 1.1 Ensure that the QMS planning and review is carried out to access opportunities for changes and/or continual improvement for continuing suitability, adequacy and effectiveness.

## **2.0 SCOPE**

This procedure defines the controls, responsibilities and authorities for conducting management review meeting.

## **3.0 REFERENCES**

- 3.1 ISO 9001:2015 Section 9.3

## **4.0 RESPONSIBILITIES AND AUTHORITIES**

BOD, General Manager, ISO COORDINATOR

## **5.0 PROCESS**

### **5.1 General**

- a) The ISO COORDINATOR is responsible for the effective implementation of the QMS and for conducting management review meeting on annual basis or as deemed necessary. The ISO COORDINATOR shall assess opportunities for changes/improvement of the QMS to ensure its continuing suitability, adequacy and effectiveness. .



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Date approved : December 29, 2016  
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Revision Date :  
Control No. : PM 06-02

Reviewed by: Ricardo B. Perez-GM

Approved by: Danilo T. Castro-BOD Chairman

## 5.2 Management Review Planning

- a) The ISO COORDINATOR facilitate planning for the conduct of management review meeting which shall be reflected in the yearly timetable of QMS activities which is subject for approval of the General Manager and Board of Directors.
- b) The ISO COORDINATOR ensures that records relevant to seven (7) management review inputs are made available and properly disseminated.

## 5.3 Management Review Proper

- a) The ISO COORDINATOR facilitates reporting of the QMS performance to the General Manager and Board of Directors during the management review meeting and shall discuss the following management review inputs:
  - a) the status of actions from previous management reviews;
  - b) changes in external and internal issues that are reliable
  - c) information on the performance and effectiveness of the quality management system, including trends in:
    - 1) customer satisfaction and feedback from relevant interested parties;
    - 2) the extent to which quality objectives have been met;
    - 3) process performance and conformity of products and services;
    - 4) nonconformities and corrective actions;
    - 5) monitoring and measurement results;
    - 6) audit results;
    - 7) the performance of external providers;
  - d) the adequacy of resources;
  - e) the effectiveness of actions taken to added risks and opportunities
  - f) opportunities for improvement



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Reviewed by: Ricardo B. Perez-GM

Approved by: Danilo T. Castro-BOD Chairman

b) The Top Management shall arrive at a decision considering the following:

- improvement of the effectiveness of the QMS and its processes
- improvement of the quality of water produced base on the specific requirements
- resources needed

c) The ISO COORDINATOR shall ensure that minutes of management review meeting is made available.

## 6.0 RECORDS

- 6.1 Meeting Minutes
- 6.2 Statistical Analysis