

DRAWING NUMBER <b>90-2000-5.6.3</b>	REVISION <b>A</b>	TITLE <b>Management Review Output</b>	PAGE <b>1 of 1</b>
WRITTEN BY: <b>JMC/RLG</b>	DATE: <b>10 March 2009</b>	APPROVED BY: <b>GPM</b>	DATE: <b>10 March 2009</b>
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## 1.0 Purpose

The purpose of this procedure is to provide for a system and instructions and to assign responsibilities for capturing what transpires at the Management Review meetings, capturing action items determined, and implementing the determined changes to Product Resources' systems.

Revisions to the Quality Manual and Quality system shall be made as required to guarantee the quality of the company's products and services and to meet the needs of the company.

## 2.0 Output and Responsibility

Meeting minutes shall be generated and distributed to the meeting attendees. The meeting minutes shall cover the group's discussions and conclusions regarding the topics detailed in 90-2000-5.6.2, Management Review Input. The meeting minutes shall indicate the meeting attendance.

Action items shall either be included in the meeting minutes or published separately. They are distributed to the meeting attendees. Management Review action items that will require time for implementation that extends beyond the given year's series of Management Review sessions shall enter the system as Corrective Action Requests so that tracking and follow-up may occur. Other action items may exist in the meeting minutes that are intended to be completed between Management Review sessions, additional data that the group determines that it needs, for instance. These are not captured as Corrective Action Requests unless the time to complete the action items ultimately proves that it will go beyond the year's Management Review sessions.

The QA Manager is responsible for Management Review minutes, their distribution, and the handling of action items including their follow-up.

## 3.0 Records

Records of the Management Review meeting shall be retained per 90-2000-4.2.4, Control of Records.