
MANAGEMENT REVIEW PROCEDURE (PMS-P002)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure applies to the members of the Management Review Team and describes the review procedure the team conducts on a regular basis.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 It is the responsibility of the ISO Coordinator as one of the ISO 9001 Management Representatives to direct and administer the operational steps of this procedure and to maintain all documentation for management reviews.

3.0 APPROVAL AUTHORITY:

- 3.1 ISO Coordinator, Assistant Superintendent of Operations

4.0 DEFINITIONS:

- 4.1 None required

5.0 PROCEDURE:

- 5.1 Management reviews are held a minimum of once per quarter and more often as deemed necessary by the Management Review Team.
- 5.2 Management reviews are held to ensure the process management system's continuing suitability, adequacy, and effectiveness. The reviews include assessing opportunities for improvement and the need for changes to the integrated process management system, including the quality policy and district objectives.
- 5.3 The Assistant Superintendent of Operations and ISO Coordinator, as a minimum, are members of the Management Review Team. To conduct a formal management review, the ISO Coordinator and Assistant Superintendent of Operations must be present, at minimum.
- 5.4 The input to management reviews shall include information on:
 - 5.4.1 follow-up actions from previous management reviews;
 - 5.4.2 results of internal audits which indicate performance and conformity to ISO 9001 requirements conducted since the previous review;
 - 5.4.3 customer feedback, as a result of customer complaints and/or customer surveys conducted, when required;
 - 5.4.4 status of corrective and preventive actions;
 - 5.4.5 quality policy and district objectives (at least twice per year);
 - 5.4.6 planned changes that could affect the integrated process management system; and
 - 5.4.7 recommendations for improvement.
- 5.5 Review output—The output from the management review shall include any decisions and actions related to:

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- 5.5.1 improvement of the effectiveness of the process management system and its processes;
 - 5.5.2 improvement of the district related to customer requirements; and
 - 5.5.3 any resource needs determined.
- 5.6 The management review meeting minutes will include the items discussed in the agenda items, action items assigned, and any miscellaneous items discussed.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Management review agenda
- 6.2 Management review meeting minutes

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Management review agenda and meeting minutes	Hard copy binder in the office of the Deputy Superintendent	Three years minimum	Discard as desired	Back-up electronic copy

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
18-May-01	A	Original Release
20-Dec-02	B	Updated job titles in 2.0, 5.3, and 5.4

**** End of procedure ****