

# Procedure

## Management Review Meeting P5.6

### Rev. F

**Approved By:** Keith Gibson, President  
**Date:** 1/20/2003  
**Purpose:** To document the processes for conducting management reviews.  
**Scope:** All management reviews.  
**Authority:** The President or Quality Manager has the authority to change or modify this procedure.

#### Reference Documents and Records

- Policy Element 5.6 Management Review
- Quality Records Procedure P4.2.4
- Corrective and Preventive Action Procedure (P8.5.3)

#### Change History

| Date      | Change  | Rev | By |
|-----------|---|-----|----|
| 07/10/96  | Revised PAR 1 to call for MRB – changed<br>Frequency of meetings. New<br>Procedure made accurate to current<br>practices. | B   | MO |
| 12/10/96  | Revised paragraph 1. Call out of<br>Quality Management Representative.  | C   | MO |
| 01/02/97  | Updated to make clear who system is<br>reported to.   | D   | MO |
| 03/19/97  | Changed the required frequency to<br>once per year.   | E   | MO |
| 1/20/2003 | Upgrade to ISO 9001:2000  | F   | KG |
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