

Quality Management Department

Status of Quality Management System

- a) Changes in Organizational Structure
Needs comments or analysis on current organizational structure set-up and review of effectiveness of changes that has been made. This requires data showing positive or negative effects of the revisions made (refer to Revision History)
- b) Review of Quality Policy & Corporate Quality Objectives
Review of suitability and effectiveness. Back-up comments with KIP's (Key Performance Indicators) eg; customer satisfaction rating, RTV, Defect rate, etc... Can include assessment of the attainment of Vision and Mission statement, ask about strategic or business plan.
- c) Needs and changes in System Documentation and Quality records
Present status of existing system documents/quality records..eg; how many documents currently exist, how many revisions made, pending, how many are needed for "new product".

Results of audit

- a) Results of Internal, Customer, Supplier & 3rd party audits.
Provide comparative analysis on previous audit results. Eg; trend of non-conformities, analysis of the trend, Top 5 most outstanding findings during the audit.

Status of Preventive and Corrective actions

- a) Corrective action status
Data from customer complaints, RTV, non-conformity to product requirements, quality systems, suppliers audits, un-achieved goals, etc.
- b) Preventive action status
Effectiveness of the set-preventive actions, show trends and charts that highlights recurring problems & open CAR's.

Changes that could affect the QMS

- a) New business expansion
- b) Incorporation of other mgmt system
- c) Planned system upgrades (eg; computerized transactions, etc)

Recommendations or request for improvement / problems encountered

- a) For system
- b) For profit and cost savings
- c) Training and competency
- d) Others....

Management Review Input Agenda

HRAD

Department performance and activities

- a) Defined department goals and objectives
Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each results.

Follow-up actions on previous management review

- a) Status of previous Department concerns and request if any
Briefly give a backgrounder if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

Changes that could affect the Quality management system

- a) Organizational development
Provide a "brief" backgrounder of a possible plan to develop OD at Company
- b) Movements/Transfers/Hiring/Promotions
Provide some inputs in terms of what transpired with regards to the hiring of our Mgmt trainees, Local mgr, Head, Intreperters...etc...purpose or objectives of the transfer, hiring..etc can also be mentioned if possible.

Recommendations for improvemnet

- a) Problems encountered during the implementation of goals and objectives after the last Management review.
- b) Recommendations for improvement
- c) Other concerns by the department

Sales and ImpEx

Department performance and activities

- a) Defined department goals and objectives
Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each results.

Customer feedback

- a) Over-all Company performance
The organization's overall performance based on customer's survey or any performance measurement in which we can report ...eg; Supplier's ranking performance from our customers.

Follow-up actions on previous management review

- a) Status of previous Department concerns and request if any
Briefly give a backgrounder if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

Changes that could affect the Quality management system

- a) New parts
Documentation update on new parts quality plan
- b) FAI requirements
Update and status

Recommendations for improvement

- a) Problems encountered during the implementation of goals and objectives after the last Management review.
- b) Recommendations for improvement
- c) Other concerns by the department

Logistics/Warehouse

Department performance and activities

- a) Defined department goals and objectives
Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each result.
- b) Improvements or activities
Other activities or improvement that was done within the department which was not highlighted or stated in the "Dept. goals and objectives" but have an impact in terms of : (a) Cost savings (b) Systems improvement (c) Re-layout and other improvements.

Follow-up actions on previous management review

- a) Status of previous Department concerns and request if any
Briefly give a backgrounder if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

Suppliers status

- a) State the status of our "Major" supplier's performance
In terms of: eg; (a) Delivery (b) Terms (c) etc...

Recommendations for improvement

- a) Problems encountered during the implementation of goals and objectives after the last Management review.
- b) Recommendations for improvement
- c) Other concerns by the department

Manufacturing Department

Department performance and activities

- a) Defined department goals and objectives
Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each result.
- b) Improvements or activities
Other activities or improvement that was done within the department which was not highlighted or stated in the "Dept. goals and objectives" but have an impact in terms of: (a) Actual material control (b) Whiteboard control (c) Process improvement (d) Quality Improvement

Follow-up actions on previous management review

- a) Status of previous Department concerns and request if any
Briefly give a background if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

Changes that could affect the QMS

- a) New Product
Provide a status report about New Product, eg; Documentation, Process, Training, etc...
- b) Re-organization
Provide status about the changes in the Operations division and the current state of the Department and possible future plans that may have an effect in the existing Quality management system

Recommendations for improvement

- a) Problems encountered during the implementation of goals and objectives after the last Management review.
- b) Recommendations for improvement
- c) Other concerns by the department

Quality Assurance Department

Department performance and activities

- a) Defined department goals and objectives
Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each results.
- b) Improvements or activities
Other activities or improvement that was done within the department which was not highlighted or stated in the "Dept. goals and objectives" but have an impact in terms of: (a) Quality (b) Supplier's quality (c) Competency of Inspectors (d) Improvement of Visual inspection criteria (e) Others

Follow-up actions on previous management review

- a) Status of previous Department concerns and request if any
Briefly give a backgrounder if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

Changes that could affect the QMS

- a) Re-organization
Provide status or update with regards to the re-organization of Operations division with regards to HDD parts, return of FVI to mfg. dept. and movements w/in the QA department.
- b) QA guidelines, Inspection criterias
Effects and benefits of the changes and establishment of "new" QA guidelines and upgrade of inspection criterias both for "Suppliers" and "Customers" side.
- c) QBR reports and meetings
Results and updates of those meetings

Recommendations for improvement

- a) Problems encountered during the implementation of goals and objectives after the last Management review.
- b) Recommendations for improvement
- c) Other concerns by the department

Chemical Analysis Department

Department performance and activities

- a) Defined department goals and objectives
Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each results.
- b) Improvements or activities
Other activities or improvement that was done within the department which was not highlighted or stated in the "Dept. goals and objectives" but have an impact in the organization.

Follow-up actions on previous management review

- a) Status of previous Department concerns and request if any
Briefly give a backgrounder if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

Recommendations for improvement

- a) Problems encountered during the implementation of goals and objectives after the last Management review.
- b) Recommendations for improvement
- c) Other concerns by the department