

The **Management Reviews** module is used to record management reviews of the quality system; and to document and track quality objectives. You can also generate a **PDF report** for a particular review or quality objective, and a **PDF printout** of all reviews as they appear in the table (read more about reports in tutorial [Navigation And Common Features - Reports](#)).

To **sort** any table, click on the column header.

Use the **sidebar menu** to add, edit, or delete management reviews, review items, and quality objectives.

Read more about the sidebar menu in tutorial [Navigation And Common Features - General Navigation](#).

Use the **Setups** menu to setup a list of the management personnel who could participate in the reviews.

Report	No	Title	Coordinator	Date	Due Date	Status
Add New	002	ISO 9001 Regular Semiannual				
Edit	001	ISO 9001 Pre-certification Review				
Delete						
Print List						

Report	No	Title	Coordinator	Date	Due Date	Status
Add New	01	Reduce technical support tickets	Technical Support	6/27/2008	9/30/2008	CLOSED
Edit	02	Reduce customer complaints	Customer Service	6/27/2008	10/30/2008	OPEN
Delete	03	Improve reliability of vacuum sealing process	Engineering	6/27/2008	10/30/2008	OPEN

When you select (click on) a **management review**...

...the middle table will display the **review items** for the selected review and...

...the bottom table will display the **quality objectives** pertaining to the review.

Report	No	Title	Date	Period Start	Period End
Add New	002	ISO 9001 Regular Semiannual	7/14/2008	1/26/2007	6/27/2008
Edit	001	ISO 9001 Pre-certification Review	1/30/2008	9/3/2007	1/25/2008

No	Title
01	Follow-up actions from previous reviews
02	Process performance and conformity
03	Corrective and preventive actions
04	Customer feedback and complaints
05	Internal quality audits
06	Changes and quality system planning
07	Recommendations for improvement
08	Quality objectives and quality policy

Report	No	Title	Coordinator	Date	Due Date	Status
Add New	01	Reduce technical support tickets	Technical Support	6/27/2008	9/30/2008	
Edit	02	Reduce customer complaints	Customer Service	6/27/2008	10/30/2008	
Delete	03	Improve reliability of vacuum sealing process	Engineering	6/27/2008	10/30/2008	

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Select Module: Management Review Log Out

Management Reviews

Report	No	Title
Add New	002	ISO 9001 Regular Semiannual
Edit	001	ISO 9001 Pre-certification Review
Delete		
Print List		

Management reviews consider different items (aspects or topics) of the quality system, such as corrective actions, internal audits, customer complaints, etc. Many of these items are mandatory, e.g., required in the ISO 9001 (or related) standard.

The middle table is used to document management review items as individual records.

Review items for review: 002 - ISO 9001 Regular Semiannual

Add New	No	Title
Edit	01	Follow-up actions from previous reviews
Delete	02	Process performance and conformity
	03	Corrective and preventive actions
	04	Customer feedback and complaints
	05	Internal quality audits
	06	Changes and quality system planning
	07	Recommendations for improvement
		Quality objectives and quality policy

Use the sidebar menu to add, edit and delete items.

Quality objectives for review: 001 Regular Semiannual

	Coordinator	Date	Due Date	Status
02	Technical Support	6/27/2008	9/30/2008	CLOSED
03	Customer Service	6/27/2008	10/30/2008	OPEN
03	Engineering	6/27/2008	10/30/2008	OPEN

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Add New	002	ISO 9001 Regular Semiannual
Edit	001	ISO 9001 Pre-certification Review
Delete		
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ISO 9001 requires that quality objectives be identified and implemented to support the overall quality policy. Although the standard does not specifically require that quality objectives be defined within the framework of management reviews, this is the most natural and common way to implement this requirement.

Quality Objectives identified and/or reviewed by the management review are documented and processed in the bottom table.

The quality objective form includes sections that document the initial condition, improvement to be achieved, due date, responsibilities, and means/methods for achieving the objective. It also includes sections for verifying the implementation and closing out the objective.

To initiate a new quality objective click the Add New button. To edit and/or further process an existing objective, select the objective and click the Edit button.

Review items for review: 002 - ISO 9001 Regular Semiannual

Add New	No	Title
Edit	01	Follow-up actions from previous reviews
Delete	02	Process performance and conformity

Quality objectives for review: 002 - ISO 9001 Regular Semiannual

Report	No	Title	Coordinator	Date	Due Date	Status
Add New	01	Reduce technical support tickets	Technical Support	6/27/2008	9/30/2008	CLOSED
Edit	02	Reduce customer complaints	Customer Service	6/27/2008	10/30/2008	OPEN
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End of Slide Show. Thank You for Watching