

**1.0 Purpose**

To establish a procedure for periodic management review of the quality system. Management review assesses the effectiveness of the quality system, looks at performance versus objectives, and proposes actions to continually improve the quality system.

**2.0 Scope**

This procedure applies to the entire quality system, and to all aspects of company operation that affect quality.

**3.0 Responsibility and Authority**

The Quality Manager is responsible for ensuring this procedure is followed and necessary records are kept, and is authorized to gather appropriate information and conduct meetings as needed. The Quality Manager may designate qualified personnel to carry out tasks relating to this procedure. All applicable employees are responsible for following this procedure.

**4.0 Procedure**

4.1 Frequency

Management Review is conducted a minimum of once per year, during the month of January.

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