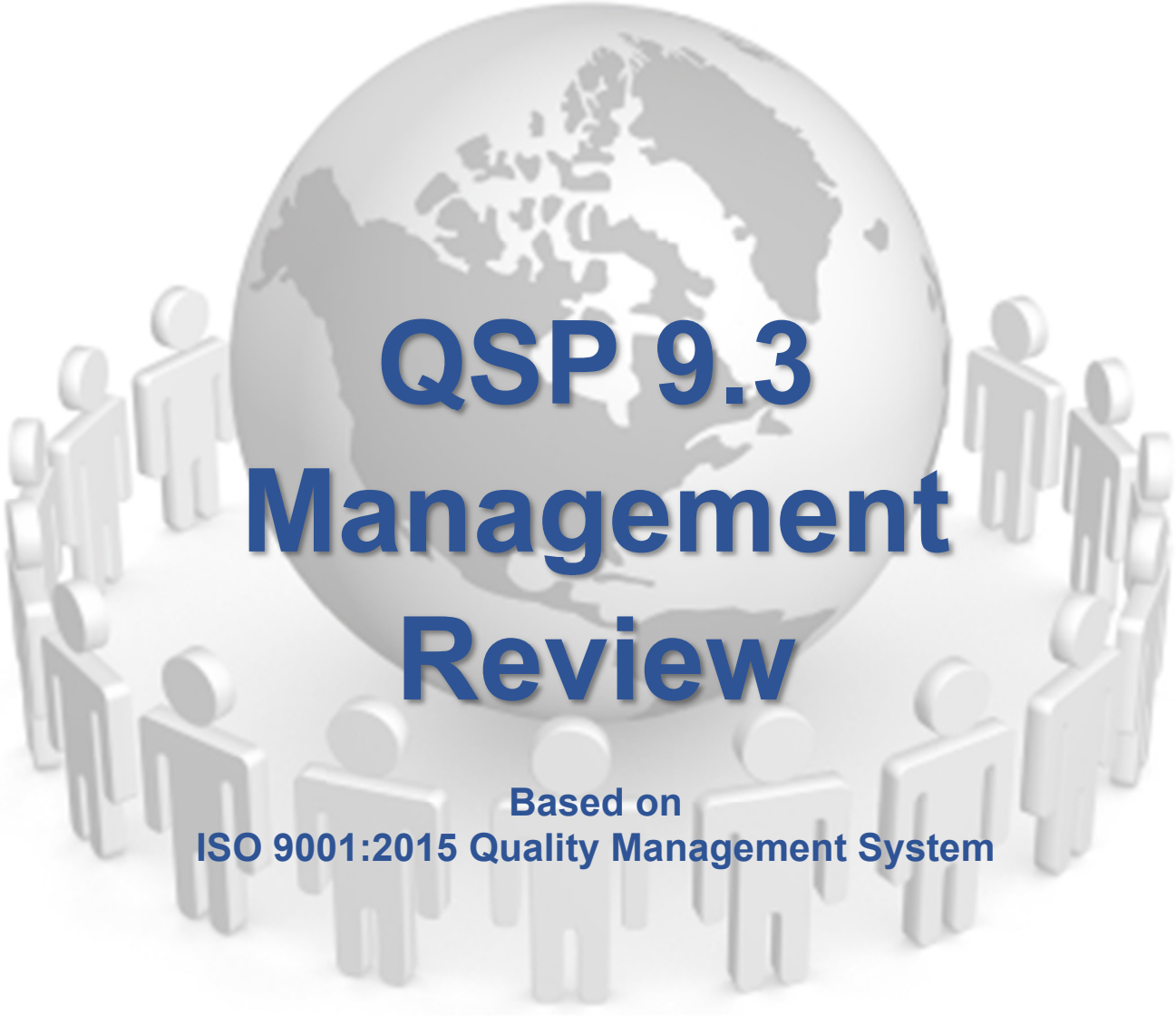




SYGNETICS

Success Through Synergy



**QSP 9.3
Management
Review**

Based on
ISO 9001:2015 Quality Management System

Sygnetics, Inc.
37054 Cochise
Clinton Township, MI 48036
<http://www.sygnetics.com>



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QSP 5.6 Management Review

Basic Document Issue Date:
1 December 2014

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Revision Date: 1 November 2017
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QSP 5.6 Management Review


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Revision Status

REV #	DETAILS OF CHANGE	DATE
0	Initial Release	1 Dec 2014
1	Changes were caused from Stage 1 Audit findings. Major rewrite. Refer to Stage 1 Audit Forms – 0411 dated December 22, 2014	5 Jan 2015
2	Updated to conform to 9001:2015 standard	1 Nov 2017

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1 Purpose

- 1.1. To assess the effectiveness of the Quality Management System (QMS) in achieving the quality policy and quality objectives stated in the QMS Manual.
- 1.2. To assess future customer requirements to ensure that the QMS will remain suitable and effective.
- 1.3 To review the results from internal audit status, corrective and preventive actions, data on customer complaints, reported defects in products or services, and any additional quality-related information.

2 Scope

- 2.1. This procedure applies to the members of the Sygnetics Management Review Committee.

3 Responsibilities

3.1 Process Owner - Quality Manager

The Quality Manager is responsible for the following activities:

- Scheduling, arranging and managing the management review process and meetings at Sygnetics
- Reporting the status of the quality management system to the committee
- Ensuring that the results of the management review are communicated and understood

3.2 The President / CEO

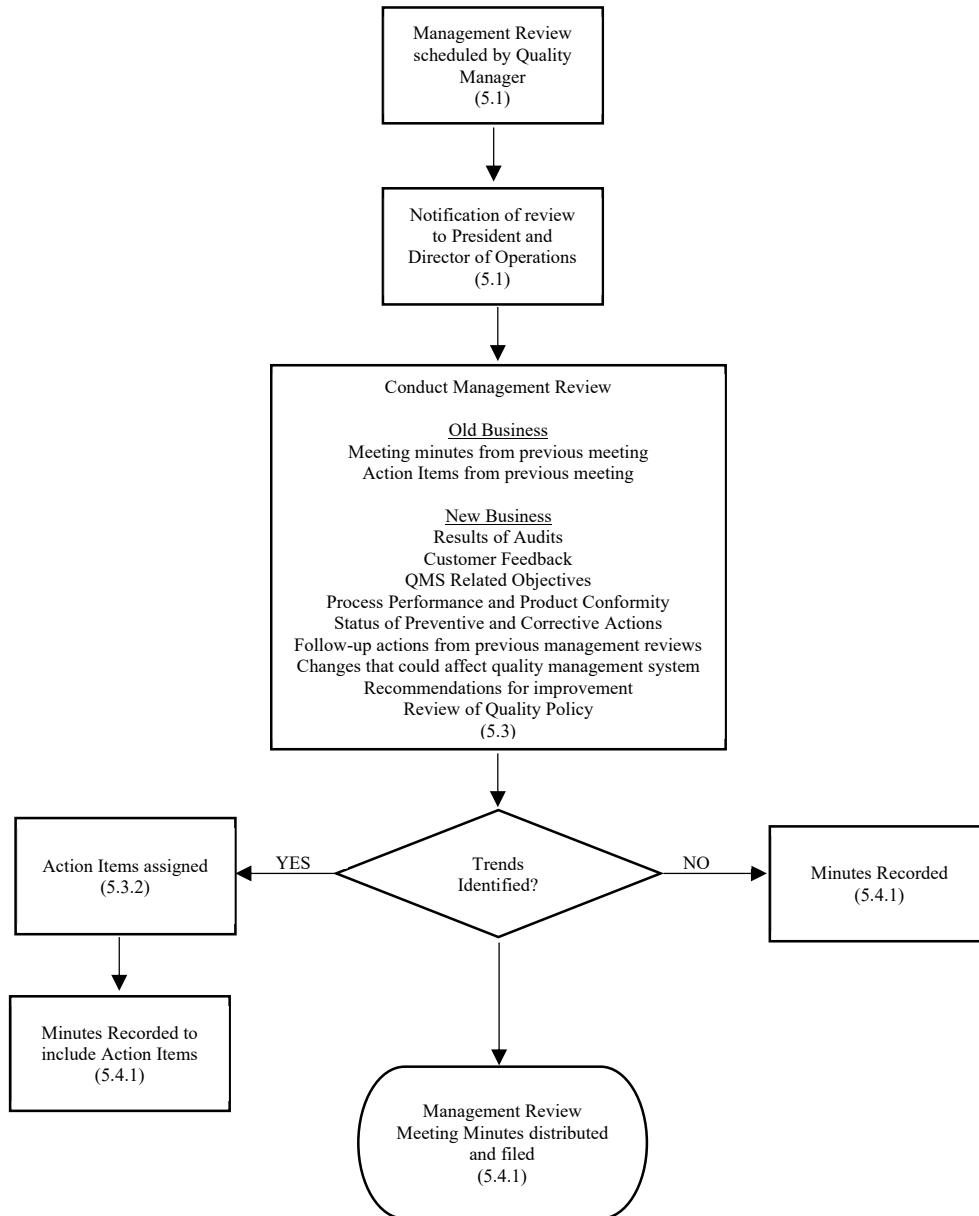
The President/CEO is the chairperson of the management review committee


3.3 Management Review Committee Members

The President, Director of Operations, and Quality Manager are members of the committee.



4 Flowchart



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5 Procedure

5.1 Meetings

The quality management system will be reviewed at least twice a year. The Quality Manager will schedule the meetings and notifies the President and Director of Operations.

5.2 Attendance

The Management Review Committee members will attend the management review meetings. If any member is unable to attend, the absent members may send representatives in their place. However, the Quality Manager must always attend. This committee has the continuing responsibility to monitor and assure quality.

5.3 Agenda

5.3.1 As a minimum, the management review meetings should address the following agenda items:

- Review of prior meeting minutes
- Action items from previous meeting
- Results of Audits
- Customer Feedback
- QMS Related Objectives
- Process Performance and Product Conformity
- Status of Preventive and Corrective Actions
- Follow-up actions from previous management reviews
- Changes that could affect quality management system
- Recommendations for improvement
- Review of Quality Policy

5.3.2 The results of the management review meeting should include:

- Improvement of the effectiveness of the quality management system and its processes
- Improvement of product related to customer requirements
- Resource needs
- Action items assigned

5.4 Meeting Minutes

5.4.1 Minutes of the meeting are documented by the Quality Manager and sent to the committee member's one week after the meeting is held. The minutes are stored and maintained by the Quality Manager.

6 Quality Records

Required Record	Custodian
Sygnetics Management Review Meeting Minutes	Quality Manager

7 Forms

Forms related to this documents are:

Title
Sygnetics Management Review Meeting Minutes