

**Quality Management System
Management Review Meeting**
(Sample agenda)

ABC Fabricators
Enterprise Drive
Anytown, USA

Required Attendees: (Adjust list to add your names and positions)

Executive Manager: Chief Executive Officer or President

Executive Management Team:

- Management Representative
- Detailing Manager
- Purchasing Manager
- Fabrication or Operations Manager
- Quality Assurance Manager
- Quality Control Manager

Part I (Schedule)

The first part of this *sample* agenda may help you to plan and assemble the resources needed to conduct a management review of the Quality Management System (QMS). (See AISC 207-25; Chapter 1.5.3)

The matrix may be helpful when establishing a schedule for each item that must be covered in the review. These items, as a minimum, are to be covered at least once per year. (A greater frequency may be desired for a more effective review) Note: There is no requirement that they be considered at the same time.

It is recommended to decrease the connection between the management review of your Quality Management System and periodic production meetings. For more information about planning, conducting, and getting the most value from your QMS management review, refer to the Quality Corner article, "Management Review – A process not an event," by L. Martof, in the October 2006 issue of *Modern Steel Construction*. Also see the QualityCon sessions available on the AISC Certification website.

Blue topics are "review" in nature. Meaning, the status should be assessed and reported on. Red topics are "preview" oriented. Meaning, generate a plan for things to be implemented, as applicable.												
Agenda Item (establish schedule - each item at least once per year)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Quality Policy, Goals & Objectives								X				
Previous Mgmt. Reviews		X			X			X			X	
Audit Results (Internal & AISC)		X										
Customer Feedback											X	
Work Nonconformance		X			X			X			X	
Process Nonconformance		X			X			X			X	
Corrective Action		X			X			X			X	
Equipment Inspection					X							

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Training								X				
Quality Management System Modifications											X	
Improvement of the Effectiveness of the Quality Management System (QMS) and it's Processes											X	
Improvement of Quality		X										
Resource Needs					X							

Part II (Records & Use)

If a means of conducting and documenting Management Review meetings hasn't already been established, the examples in part II may be used as a guide, if desired.

- Mgmt. Review should be thought of as an effective tool in the push for continuous improvement. As such, the records for each area noted in Part II should be as descriptive and complete as possible.
- Ideally, facilitators (often the Management Representative) will guide the meeting but the individual process owners of the topic being discussed should provide the data for review.
- Depending on the review frequency, continuing the Part II records for each review may prove useful. This allows for quick reference to previous reviews and the assignment of previous action items.

Records from Management Reviews are Quality Records and as such, must be maintained according to the record retention policy (See AISC 207-25; Chapter 1.9)

This is a sample and will need to be customized to fit your needs.

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Quality Policy, Objectives & Goals

(A review of the status of meeting documented objectives & goals and establishing future goals)

	Meeting facilitator:			
	Meeting place and date:			
	Required resources: <ul style="list-style-type: none"> <input type="checkbox"/> Quality Policy <input type="checkbox"/> Status of measurable goal(s) <input type="checkbox"/> Previous agenda item meeting minutes 			
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

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Previous Management Reviews

(A summary of previous review meetings, including the status of action items assigned)

	Meeting facilitator:	<input type="checkbox"/>		
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Previous Mgmt. Review Record <input type="checkbox"/> Status of assigned Action Items		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

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Audit Results – Internal & AISC

(Summary of internal and external audits conducted since the previous management review.)

	Meeting facilitator:	<input type="checkbox"/>		
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Internal Audit Results <input type="checkbox"/> AISC Audit Results (Including Corrective Action Request responses) <input type="checkbox"/> Subcontractor and Supplier Audit Records <input type="checkbox"/> Previous agenda item meeting minutes		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

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Customer Feedback

(An assessment of customer feedback, both positive and negative, and the effectiveness of the feedback mechanism)

	Meeting Facilitator:	<input type="checkbox"/>		
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Documented Quality Goal(s) & Safety Goals, if applicable. <input type="checkbox"/> Status of measurable goal(s) <input type="checkbox"/> Previous agenda item meeting minutes		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

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Work Nonconformance

(An assessment of both the number and severity of work related nonconformances)

	Meeting facilitator:	<input type="checkbox"/>		
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Nonconformance Reports <input type="checkbox"/> Inspection Records <input type="checkbox"/> Previous agenda item meeting minutes		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

Process Nonconformance

(An assessment of nonconformances, including compliance with the QMS and documented procedures)

	Meeting Facilitator:	<input type="checkbox"/>		
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Nonconformance Reports <input type="checkbox"/> Corrective Action Reports <input type="checkbox"/> Inspection Records <input type="checkbox"/> Previous agenda item meeting minutes		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

Corrective Action (CAR)

(An assessment of the effectiveness of Corrective Actions taken)

	Meeting Facilitator:	<input type="checkbox"/>		
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Corrective Action Requests (Internal & AISC) <input type="checkbox"/> Nonconformance Reports (Product & Process) <input type="checkbox"/> Previous agenda item meeting minutes		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

Equipment Inspection

(An assessment of the results of equipment inspections, including the adequacy of equipment resources)

	Meeting Facilitator: <input type="checkbox"/>			
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Preventative Maintenance records <input type="checkbox"/> Equipment Inspection records <input type="checkbox"/> Calibration records <input type="checkbox"/> Rental equipment data <input type="checkbox"/> Previous agenda item meeting minutes		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

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Training

(An assessment of the adequacy of the training program, specifically the levels of qualification required)

	Agenda item leader: <input type="checkbox"/>			
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Training records <input type="checkbox"/> Certification / Qualification records <input type="checkbox"/> Industry Qualification Requirements (CWI, etc.) <input type="checkbox"/> QMS Minimum Qualifications <input type="checkbox"/> Previous agenda item meeting minutes		
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**Quality Management System (QMS)
modifications**

*(An assessment of any required or proposed
modifications to the Quality Management System)*

	Meeting Facilitator: <input type="checkbox"/>			
	Meeting place and date:			
	Required resources: <ul style="list-style-type: none"> <input type="checkbox"/> Quality Manual & Procedures <input type="checkbox"/> Internal Audit Results <input type="checkbox"/> Results of QMS Review / Approval <input type="checkbox"/> AISC Corrective Action Requests / Areas for Concern <input type="checkbox"/> Previous Mgmt. Review records 			
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

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**Improvement of the Effectiveness of
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 (QMS) and it's Processes**

	Meeting Facilitator:	<input type="checkbox"/>		
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Quality Manual & Procedures <input type="checkbox"/> Corrective Action Request records <input type="checkbox"/> Cost/profit objectives <input type="checkbox"/> Previous agenda item meeting minutes		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

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Improvement of Quality

	Meeting Facilitator:	<input type="checkbox"/>		
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Nonconformance Reports <input type="checkbox"/> Corrective Action Reports <input type="checkbox"/> Status of measurable quality goal(s) <input type="checkbox"/> Previous agenda item meeting minutes		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			

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Resource Needs

	Meeting Facilitator:	<input type="checkbox"/>		
	Meeting place and date:			
	Required resources:	<input type="checkbox"/> Nonconformance Reports <input type="checkbox"/> Corrective Action Reports <input type="checkbox"/> Training records <input type="checkbox"/> Cost/profit target information <input type="checkbox"/> Previous agenda item meeting minutes		
Analysis	Comments	Action Items	Responsibility	Due Date
	Attendee list:			