1.0 PURPOSE

The purpose of m anagement review is to assess the effectiveness of quality management both to meet CPCB needs and ISO/IEC 17025 requirement, taking into account the factors that have an effect upon the system.

2.0 PLANNING THE REVIEW

2.1 After completion of the internal audit for the laboratory the Quality Manager shall invite the issues from all the laboratory heads to be discussed in the Management Review Meeting.

2.2 The Quality Manager then obtains the suitable date and time from the top management Chairman/ Member Secretary, by sending the agenda as ISO/IEC 17025:2017 clause 8.9 for conducting the Management Review Meeting.

2.3 The review(s) shall take place on an agreed date, once in a year generally after the internal audit.

2.4 The top management shall be present in the Management Review meeting, it is essential that Technical Manager and Laboratory Heads are also present.

2.5 Quality Manager issues a circular in this regard communicating the date of time of Management Review meeting to Technical Manager and all the laboratory Heads.

2.6 The review shall be conducted against a formal agenda prepared by the Quality Manager. The review agenda shall include at least the following:

i. Changes in internal and external issues that are relevant to the laboratory
ii. Fulfilment of objectives
iii. Suitability of policies and procedures
iv. Status of actions from previous management reviews
v. Outcome of recent internal audits
vi. Corrective actions
vii. Assessments by external bodies
viii. Changes in the volume and type of the work or in the Range of laboratory activities
ix. Customer and personnel feedback
x. Complaints
xi. Effectiveness of any implemented improvements
xii. Adequacy of resources
xiii. Results of risk identification

xiv. Outcomes of the assurance of the validity of results
xv. Other relevant factors, such as monitoring activities and training

2.7 The review shall also consider the following:

(a) Proposals related to changes in quality manual and related procedures
(b) Training of staff, both new recruits and skill improvement of existing staff.
(c) Future plans, estimates for resources needed for new equipment and facilities, additional staff, new areas of testing etc. or;
(d) Any Other relevant issue.

2.8 The Quality Manager shall ensure that the decisions taken during review meetings are acted upon

3.0 RECORDS

3.1 The Quality Manager shall maintain record of all review meetings, agenda with supporting documents and minutes. The minutes shall clearly indicate the actions to be taken, by whom and in what time scale.

3.2 All records shall be easily accessible

3.3 All records shall be retained for five years unless decided otherwise.