

---

**1 Purpose**

---

- 1.1 This procedure has been developed by MAS Solutions to define the requirements for the periodic review of this Business Management System (BMS), to ensure that it continues to meet the requirements of its intended use with regards to BMS policy, objectives, effectiveness, resources, planning and improvement.

---

**2 General**

---

- 2.1 It is the responsibility of Management Representative to ensure that:
- 2.1.1 The business management system is reviewed at least once annually to ensure its continued suitability and effectiveness.
  - 2.1.2 The minutes of the meeting are recorded.
  - 2.1.3 Any actions are identified and taken as decided.
  - 2.1.4 Opportunities for improvement are identified and implemented.

---

**3 Review Frequency**

---

- 3.1 A Management Review must be held at least annually (once per year) to address all parts of MAS' Business Management System:
- 3.1.1 To determine whether it is operating effectively to the benefit of the Company.
  - 3.1.2 To identify opportunities for improvement.
  - 3.1.3 To determine whether MAS is continuing to meet legal, regulatory and contractual requirements.
  - 3.1.4 To prevent nonconformity.
  - 3.1.5 To identify risks and opportunities.

---

**4 Review Attendance**

---

- 4.1 The meeting must be attended by Top Management, with other staff as appropriate. This meeting shall be scheduled and chaired by the Management Representative.

---

**5 Review Agenda**

---

- 5.1 As a minimum, the Management Review meeting must address the following topics:
- 5.1.1 The status of actions from previous management reviews;
  - 5.1.2 Changes in external and internal issues that are relevant to the BMS;
  - 5.1.3 Feedback on BMS performance, including trends in:
    - Client satisfaction and feedback from relevant interested parties;

- The extent to which BMS objectives have been met
  - Process performance and conformance of products and services;
  - Nonconformities and corrective actions;
  - Monitoring and measurement results;
  - Audit results; and
  - The performance of external providers;
- 5.1.4 Adequacy of resources;
- 5.1.5 The effectiveness of actions taken to address risks and opportunities; Opportunities for improvement.
- 5.2 Outputs of the management review shall include decisions and actions related to opportunities for improvement, any need for changes to this BMS, and resource needs.
- 5.3 The person responsible for any actions identified at the meeting must be recorded together with target dates for completion where appropriate. The Company must allocate the necessary personnel and resources for these corrective actions.

## 6 Review Records

---

- 6.1 The minutes of the meeting must be recorded and copies must be provided to all personnel who attended the meeting together with those who have actions placed upon them.
- 6.2 Records of Management Reviews shall be maintained in accordance with BMS.0750, *Documented Information*.

## 7 Revision History

---

Revision	Date	Description of Change	Approval
0	11/01/15	Initial Release	SR