
MANAGEMENT REVIEW PROCEDURE (DPM-P001)

DCSS – Process Management

1.0 SCOPE:

- 1.1 This procedure applies to the members of the Management Review Team and describes the review procedure the team conducts on a regular basis.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 It is the responsibility of the ISO 9001 Co-Management Representatives to direct and administer the operational steps of this procedure and to maintain all documentation for management reviews. These individuals are directed by the Executive Director of Business Services who is supported by the Superintendent.

3.0 APPROVAL AUTHORITY:

- 3.1 Executive Director for Business Services and the Co-Management Representatives

4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System
- 4.2 BSD – Business Services Division

5.0 PROCEDURE:

- 5.1 Management reviews are held a minimum of once per quarter and more often as deemed necessary by the Management Review Team.
- 5.2 Management reviews are held to ensure the process management system's continuing suitability, adequacy, and effectiveness. The reviews include assessing opportunities for improvement and the need for changes to the integrated process management system, including the quality policy and district objectives.
- 5.3 The Executive Director of Business Services, Co-Management Representatives and Business Services Directors are members of the Management Review Team. To conduct a formal management review, the majority of the membership must be present.
- 5.4 The input to management reviews shall include information on:
 - 5.4.1 Follow-up actions, if applicable, from previous management reviews;
 - 5.4.2 Results of internal audits which indicate performance and conformity to ISO 9001 requirements conducted since the previous review;
 - 5.4.3 Customer feedback, as a result of customer complaints and/or customer surveys conducted, when required;
 - 5.4.4 Status of corrective and preventive actions;
 - 5.4.5 Quality policy and DCSS/BSD objectives;
 - 5.4.6 Planned changes that could affect the process management system; and
 - 5.4.7 Recommendations for improvement.

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5.5 Review output—The output from management reviews shall include any decisions and actions related to:

5.5.1 Improvement of the effectiveness of the process management system and its processes;

5.5.2 Improvement of the BSD related to customer requirements; and

5.5.3 Any resource needs determined.

5.6 The management review meeting minutes will include the items discussed on the agenda, action items assigned, elements from paragraph 5.5, and any miscellaneous items discussed.

6.0 ASSOCIATED DOCUMENTS:

6.1 Management review agenda

6.2 Management review meeting minutes

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Management review agenda and meeting minutes	Electronic File with a Co-Management Representative	Three years minimum	Discard as desired	Back-up electronic copy

8.0 REVISION HISTORY:

Date:	Rev:	Description of Revision:
15-Dec-02	A	Initial Release
13-Nov-09	B	Deleted Accountant and Executive Secretary, Business

***** End of Procedure *****