INSERT YOUR COMPANY LOGO/NAME HERE

1.0   Purpose

1.1   This procedure describes Management Responsibilities for the Quality Management System (QMS) at Your Company.

2.0   Responsibilities

2.1   Top Management is responsible for establishing the Quality Policy and reviewing it for continuing suitability.

2.2   Top Management is responsible for Communicating the Quality Policy, the importance of meeting regulatory, statutory and customer requirements.

2.3   Top Management is responsible for identifying the Key Processes to be included in the QMS.

2.4   Top Management is responsible for identifying the data required for effective review of the QMS.

2.5   Top Management is responsible for identifying the management review team.

2.6   It is the responsibility of the management review team to schedule and conduct management review meetings in compliance with this procedure.

2.7   The Management Representative is responsible for collecting summary reports and data from the responsible functions and for ensuring adequate employee awareness of the regulatory and customer requirements.

2.8   The management review team members are responsible for bringing information and progress reports on action items assigned to them at previous management review meetings, information on planned changes that could affect the QMS, quality planning needs and activities and recommendations for improvements to the QMS.

3.0   Definitions

3.1   Top Management: put your definition of top management here

3.2   Management Review Team: identify who will be on the management review team., by title of function, not individual names.

3.3   Product realization processes: the processes that contribute or result in the product being produced or the product being provided.

3.4   Key Processes: product realization processes, customer related processes and quality management system processes that are included in the QMS.
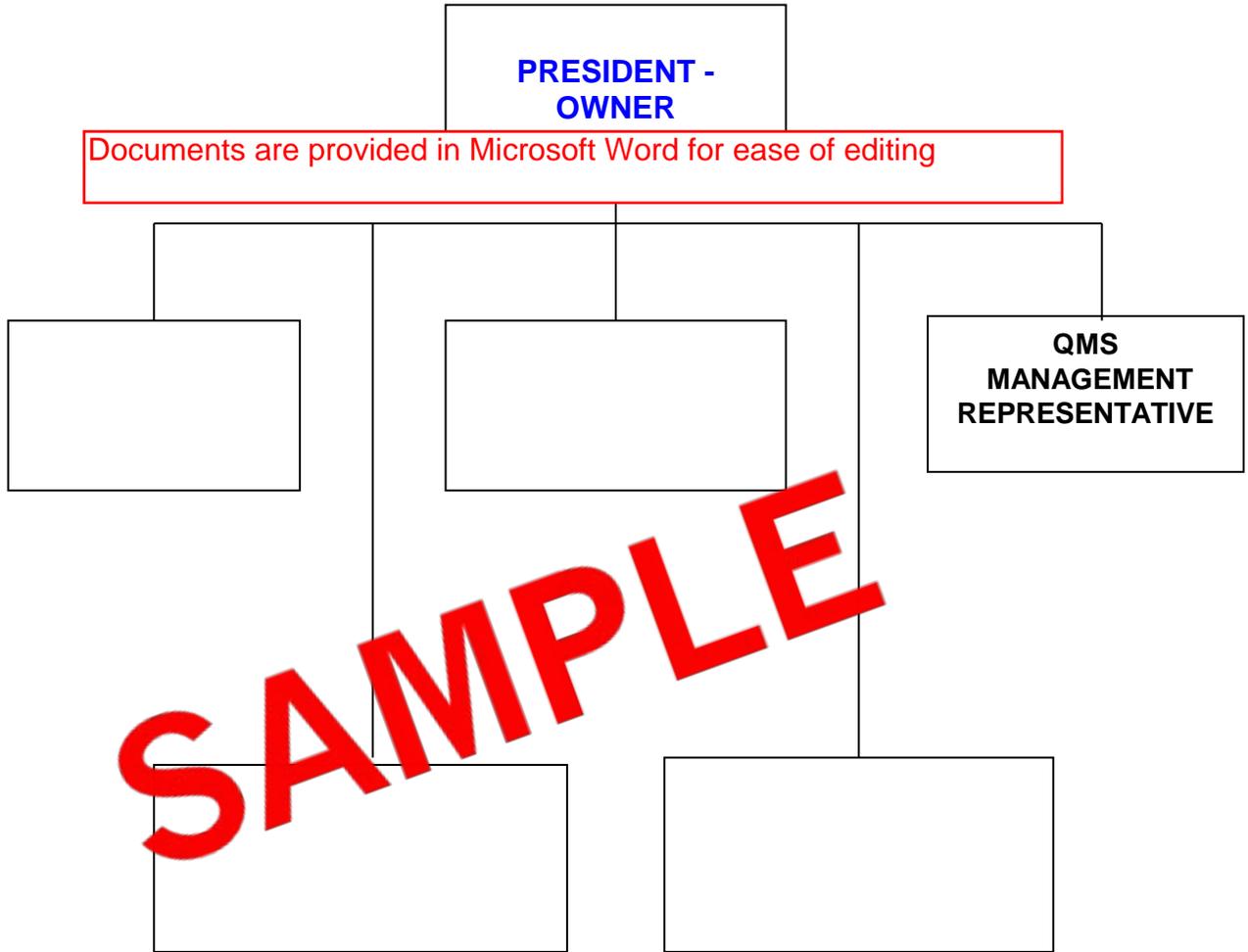
4.0   Equipment/Software

4.1   Not Applicable

ORGANIZATION CHART for YOUR COMPANY

PRESIDENT - OWNER

Documents are provided in Microsoft Word for ease of editing

QMS MANAGEMENT REPRESENTATIVE

INSERT YOUR COMPANY LOGO/NAME HERE

F-500-001-A
QMS Measuring, Monitoring and Analysis Table

Process Point	Planned Measurement	Frequency	Performed by	Analyzed by	Analysis Methodology	Documentation	Quality Objectives	Improvement Goals
Customer Request	On time delivery			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
	# of Customer Concessions			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
Planning	Completeness of Planning Tables			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
R&D	# of New products or processes			Management Review			Future goal to be established	
Facility	# of maintenance issues			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
Human Resources	Training effectiveness			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
Equipment	Downtime			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	
	Out of calibration equipment			Management Review			Establish baseline, set goal next Mgmt Rev Meeting	

Department	Area	Process	Sub-processes	Comments