

SC QMS Management Review Meeting

The Structure Construction (SC) Quality Management Representative (QMR) is tasked with facilitating the SC Quality Management System (QMS) Management Review meeting with SC Top Management and following up with action items and decisions made at the meeting.

1. During the SC QMS Management Review meeting:
 - a. SC QMR:
 - i. Facilitates the SC QMS Management Review meeting.
 - ii. Tracks status of action items.
 - iii. Writes meeting minutes.
 - b. SC Top Management:
 - i. Approves or rejects previous meeting minutes.
 - ii. Provides direction and makes decisions for SC QMS Management Review meeting agenda items.
2. Following the SC QMS Management Review meeting, the SC QMR:
 - a. Notifies affected interested parties of SC Top Management decisions:
 - i. To resolve immediate issues.
 - ii. To resolve technical issues.
 - b. Posts on the SC Intranet and/or in Change Management Tracker:
 - i. SC Management Review decisions for changes reflecting:
 1. Opportunities for improvement.
 2. Mandatory change requirement in law/regulations/requirements.
 - ii. Guidance or management direction to SC staff or customers.