

MANAGEMENT PROCESS PROCEDURE

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Abstract:

This document describes the management review process.

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REVISION LOG

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DOCUMENT CHANGE RECORD

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1.0 PURPOSE

This document defines the Management process, including or making reference to procedures for the various activities within the Management process.

2.0 THEORY

The Company believes in "intelligent management," which enables the Company to make decisions based on facts, data and verifiable evidence. Intelligent management reduces the need to make decisions based on personal opinion, whims or mood and ensures results of decisions are measurable.

3.0 MANAGING AS A PROCESS

The Company recognizes that it has to manage processes identified in the Quality handbook; however, management itself is also treated as a process. This means

[Redacted]

The process map in the Appendix identifies how Management is treated as a process and provides an overview of how management is performed.

Management is responsible for implementation and application of the following QMS requirements:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

4.0 PROCEDURE: MANAGEMENT REVIEW

4.1 The management of the Company performs formal review of the Quality Management System a minimum of [Redacted]

Minimum attendance for Management Review: [Redacted]

4.2 This review includes [Redacted]

The Company pays particular attention to [Redacted]

4.3 Minutes of the meetings are taken and maintained, which includes [Redacted]

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

4.5 Management uses action items or the corrective action system to take recorded actions as a result of [Redacted]

4.6 Management determines internal issues that affect its ability to achieve intended results, which may include, but are not limited to:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

4.7 Management determines external issues³⁶ that affect its ability to achieve intended results, which may include, but are not limited to:

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

• [REDACTED]

5.0 PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES

5.1 Each process identified in the Quality Management System has at least one objective. The objective is [REDACTED]

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5.2 Each process objective is [REDACTED]

5.3 Top management [REDACTED]

5.4 Throughout the year, assigned managers and staff [REDACTED]

5.5 During Management Review, [REDACTED]

5.6 When a process [REDACTED]

5.7 The current metrics, [REDACTED]

5.8 Over time, management [REDACTED]

6.0 PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION

[REDACTED]

The following methods are used for internal communications:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

6.2 External communications that are relevant to the quality management system are [REDACTED]

6.2.1 Confidential Company Information

Company Employees do not reveal Confidential Company Information to External Parties except [REDACTED]

[REDACTED]

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[REDACTED]

6.2.1.1 Basic Company Information

Company Employees do not communicate Basic Company Information to External Parties except [REDACTED]

[REDACTED]

Only Authorized Responsible Authorities may communicate about the Company or its business, or communicate as a representative of the Company, with any of the following External Parties:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Only Authorized Responsible Authorities may communicate about the Company or its business or communicate as a representative of the Company [REDACTED]

[REDACTED]

6.2.1.2 Written Company Information

All Written Company Information conforms to [REDACTED]

All Written Company Information is approved by [REDACTED]

With respect to any Written Company Information regarding [REDACTED]

Written Company Information regarding [REDACTED]

7.0 PROCEDURE: RESOURCE MANAGEMENT

7.1 The management of resources is a critical component to the management activities of the Company.

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Resources requiring such management includes:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

7.2 Like other management activities, resource management is [Redacted]

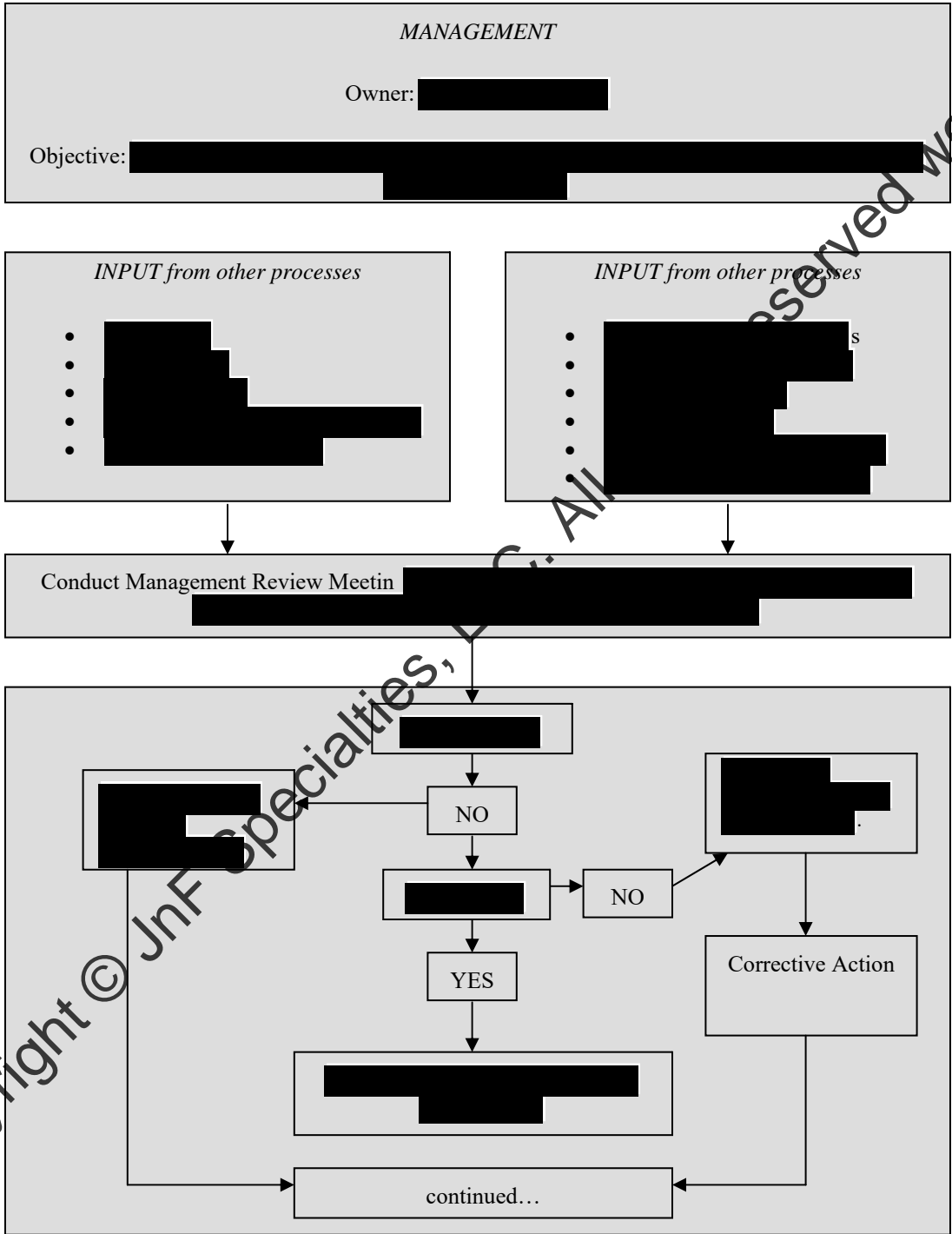
7.3 To manage resources, top management [Redacted]

7.4 During Management Review, managers [Redacted]

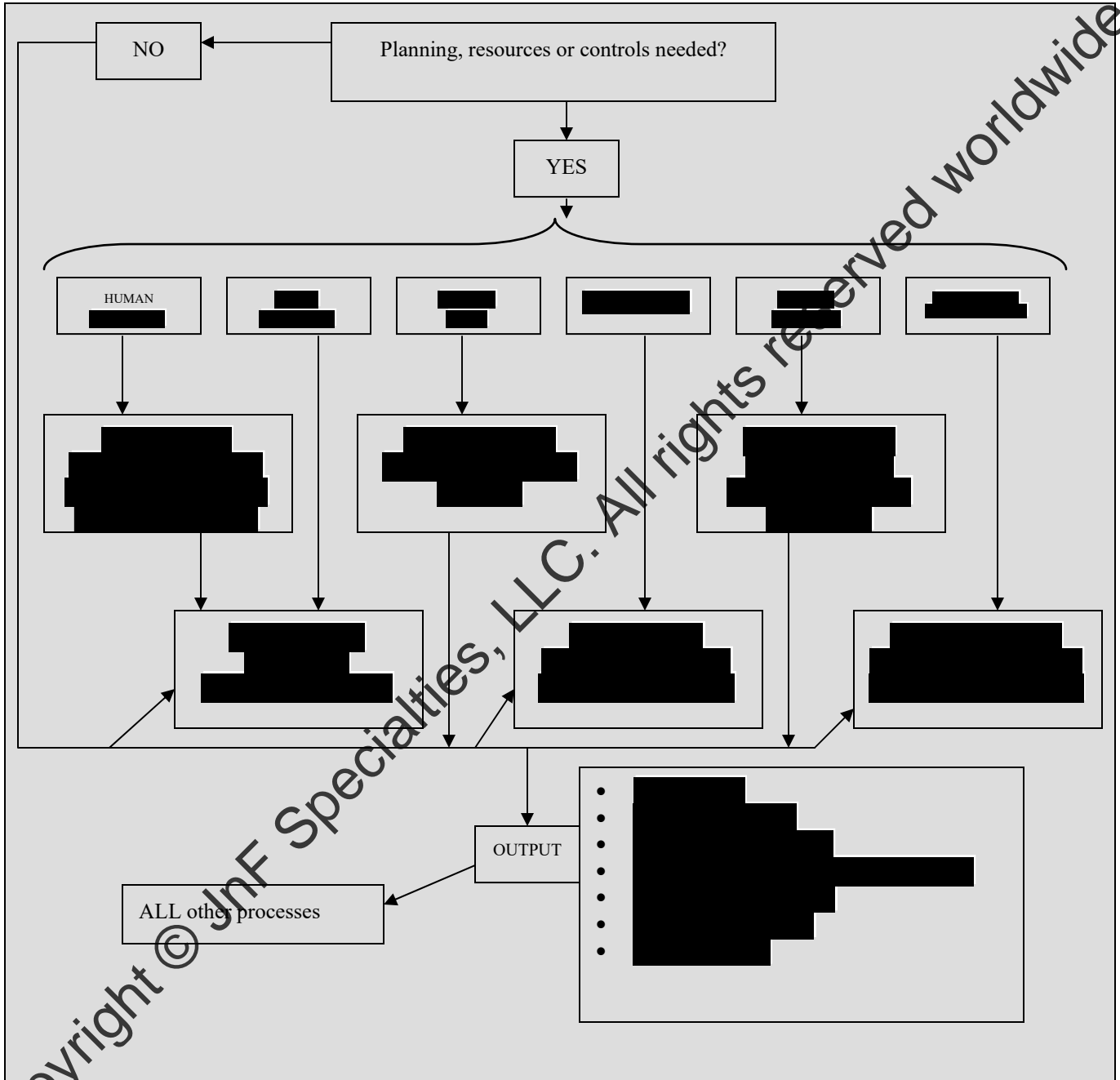
7.5 [Redacted]

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Appendix A: Process Map



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