



Tutorial 18 management review



Understanding

management review

“Management review provides the opportunity to report on the overall performance to top management for purpose of continual improvement. ”

***“As a businessman I review based on sales, margin & cost.
as a granddad I review based on co2 footprint and environmental impact.***

In this tutorial, we will focus on the management review process and the used methods and techniques.



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Understanding

Before starting *

- review and update the tdkmoms plug in model.
- choose the last three management review reports, from one entity.
- print the audit report of the latest external ISO audit.
- print ISO 14001:2015 A.9.3 & ISO 45001:2018 A.9.3.
- arrange a meeting with your ISO coördinator.

* assuming you are already a IOS certified company,



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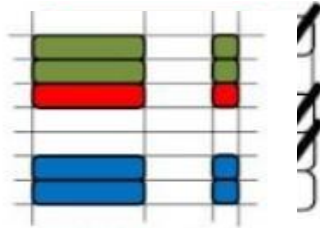


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Understanding

Management review using ISO chapter 9.3



steps

- **organizing management review.**
- **input for the management review.**
- **review your management system to ensure its “geschiktheid, toereikendheid & doeltreffend”.**
- **assign & plan actions (output).**
- **learn from external ISO auditors.**

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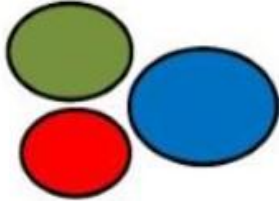
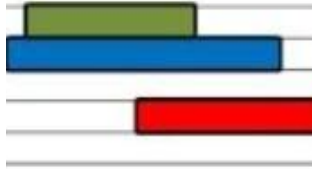


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Understanding

Management planning and executing



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- **communication.**
 - periodically with your internal stakeholders
 - about the review and follow up.
- **plan and execute individual review.**
 - based on the tdkmoms plug in model.
 - based on a trained and competence ISO coördinator

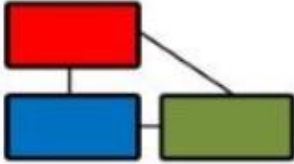


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Understanding

Management resources



- **quantitative resources.**
 - expected time required by management.
- **qualitative resources.**
 - create management procedure (extra slide later on).
 - determine review methods to use.
 - determine use of documents and records..
- **Competence reviewers.**
 - determine required knowledge and experiences.
 - train management team.

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Understanding

Follow up & records



- **follow up management reviews.**
 - check results and usability actions.
 - plan & check follow-up activities.
 - inform management team about progress

- **records**
 - tdkmoms plug in model
 - management review planning
 - management agenda, report & follow up.
 - competence management review team

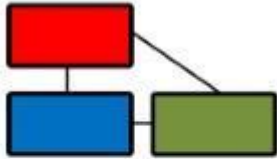
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Understanding



**PROCEDURES /
INSTRUCTIONS**

Create management review procedure.

- **Chooses standard procedure template.**
- **Describe activity steps and used documents**
- **Save procedure in ISO procedures in tdkmoms folder.**
- **Connect the procedure to your log file (index).**



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Understanding



Add monitoring planned management reviews & follow up in your ISO plan & planning.

PLANNING



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Understanding

Finally Remember:

- **Yes it is a key requirement of your ISO certification.**
- **Stay away from the details.**
- **Focus on the conclusions and motivation in your management review**