Management Review Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 The purpose of this document is to document the requirements for completing Management Reviews at our Company.

1.2 Scope
1.2.1 The Management Review shall examine the organization's quality management system to ensure its continuing suitability, adequacy and effectiveness.

2.0 APPLICABLE DOCUMENTS
The following documents of the latest issue are applicable to the extent specified herein:

<table>
<thead>
<tr>
<th>Industry/Commercial/Government Documents</th>
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<tbody>
<tr>
<td>ISO 9001 Quality Management System - Requirements</td>
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<th>Internal Document(s)</th>
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<tr>
<td>ATS-HRP-1001 Training and Certification</td>
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<tr>
<td>ATS-PGP-1001 Purchasing System</td>
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<td>ATS-PGP-2001 Supplier Evaluation and Approval/Disapproval</td>
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<td>ATS-QAP-1001 Quality Policy</td>
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<td>ATS-QAP-1002 Quality Objectives</td>
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<td>ATS-QAP-1006 Corrective Action(s) System</td>
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<td>ATS-QAP-1008 Internal Audits</td>
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<td>ATS-QAP-1011 Analysis of Data</td>
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<th>Form(s)</th>
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3.0 RESPONSIBILITIES

3.1 General
3.1.1 President - is responsible for ensuring that Management Reviews are performed and records are maintained as stated herein.

3.1.2 Management Representative – Technical Manager is assigned the Management Representative responsibilities and is responsible for performing the Quality System Management (QMS) reviews defined in this document.
3.1.3 **Other Functions** - are responsible for supporting the process as defined in this document.

4.0 **GENERAL**

4.1 **Management Review Prerequisites**
4.1.1 Prior to performing the management review, the reviewer shall review the previous review action items, notes, audit checklists and Corrective Actions Log Book (COR-1001) to ensure that prior corrective actions have been implemented and are sufficient to correct the deficiencies.

4.2 **Coordination of Reviews With Area Supervisors**
4.2.1 In advance, the reviewer shall notify the supervisor/manager of the area that the review is scheduled. All findings shall be discussed with, and verified by the responsible area supervisor/manager prior to becoming part of the official Management Review report.

4.3 **Review Deficiencies**
4.3.1 All Quality Management System (ISO 9001) deficiencies shall be documented on the Internal Audit report forms, and a copy submitted to our Company management for review as requested. Corrective Action shall be assigned as described in paragraph 8.0 herein. See paragraph 5.1.3 for the audit checklist form.

4.4 **Training**
4.4.1 Personnel participating in the Management Review shall receive training in accordance with ATS-HRP-1001, Training and Certification, and ATS-QAP-1009, Management Review.

4.4.1.1 In addition, shall complete an ISO 9001 QMS requirements training class, or previous ISO 9001 experience or training is required.
5.0 PROCEDURE

5.1 Management Review

5.1.1 The President shall conduct Management Reviews twice (typically every 6 months) per year. All elements of the ISO 9001 standard shall be audited per ATS-QAP-1008, Internal Audits.

5.1.2 The review shall examine the organization's quality management system to ensure its continuing suitability, adequacy and effectiveness.

5.1.2.1 The “inputs” into the management review shall include information on:

a. **results of audits,**
   - Internal Audits used to verify compliance with ISO 9001 and our Company business process requirements per ATS-QAP-1008, Internal Audits is also conducted.

b. **customer feedback,**
   - Review Customer Concerns/Complaints information (ATS-QAP-1007)

c. **process performance and product conformity,**
   - Review Quality Objectives data (ATS-QAP-1002)
   - Review Product Measurement (Final Inspection) results
   - Discuss Supplier performance and review Approved Vendors List per ATS-PGP-1001
   - Review Analysis of Data information per ATS-QAP-1011

d. **status of preventive and corrective actions,**
   - Review Corrective Action(s) System data per ATS-QAP-1006. All delinquent CAR's or SCARs are addressed and appropriate action taken to resolve the issues in a timely manner

e. **follow-up actions from previous management reviews,**
   - Review assigned actions in the prior Management Review and report on status

f. **changes that affect the quality management system,** and
   - Review the Quality Policy for continuing suitability, adequacy and effectiveness per ATS-QAP-1001
   - Review ISO 9001 QMS manual and procedure changes per ATS-DCP-1001

g. **recommendations for improvement**
   - Identify business improvement opportunities
5.1.3 The “output” from the management review shall include any decisions and actions related to:

a. **improvement of the effectiveness of the quality management system and its processes**, and
   • Record evidence of continuous improvements

b. **improvement of product related to customer requirements**, and
   • Record product improvements being made and/or implemented

c. **resource needs**
   • Provision of Resources (6.1) review input
   • Infrastructure (6.3) review input
   • Work Environment (6.4) review input

5.2 **Management Meeting**

5.2.1 The President shall conduct a meeting with the Technical Manager and Quality Council personnel twice (typically every 6 months) per year to review, comment, plan and assign action items as necessary based on the Management Review data provided. Our President is the primary participant and reviewer in this meeting.

5.2.1.1 The Quality Council is led by our President and includes the Technical Manager, Quality Assurance and Production Operations management personnel, and other management personnel as deemed necessary by the President. Quality Council members participate in the Quality Council by providing necessary input information and measurement data, reviewing data and making recommendations, and ensuring assigned action items are completed in a timely manner.

5.2.2 The meeting notes and action items shall be recorded as an official record of the meeting.

5.2.3 The Quality Assurance Manager shall be responsible for coordinating and ensuring the action items are completed as defined in the Management Review meeting official record.
6.0 ACCEPTANCE

6.1 Closing Reviews
6.1.1 Management Review Meeting Action Items shall be considered closed only after all corrective actions have been completed, and follow-up by Quality Assurance/ISO 9001 Management Representative has been done to verify the effectiveness of the corrective action.

6.1.2 When formal corrective action per ATS-QAP-1006, Corrective Action(s) System is not taken in a timely manner, and a request for an extension has not been received, the delinquency shall be brought to the attention of the next level management.

7.0 REJECTION

7.1 Corrective Action
7.1.1 Quality Management System non-conformances per ISO 9001 requirements shall have formal corrective action initiated in accordance with ATS-QAP-1006, Corrective Action(s) Systems.

7.1.2 Product defects discovered during the review shall be brought to the attention of Quality Assurance to be documented in accordance with ATS-QAP-1005, Non-conforming Material System.

8.0 RECORDS

8.1 Management Review
8.1.1 Management Review records shall be retained for three years minimum from the completion of the review activity. The records shall be maintained in the Quality Records area per ATS-QAP-1004, Quality Records.