Procedure for
Management Review

Procedure No. 302

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INTRODUCTION
The purpose of this document is to define the process of Management Review

Scope
This procedure defined the process for Management Review, including associated inputs, outputs and respective process steps. Indicators of process performance including goals, strategies, objectives are used to determine the effectiveness of the existing Quality Management System and identify opportunities for improvement.

Responsibility
It is the responsibility of the Estates Officer of the Estates Department to ensure that this procedure is implemented.

PROCEDURE

1. Management meet at 12 month intervals
   - Estates Officer

2. Set agenda followed for the meeting
   - Estates Officer

3. Estates Officer prepares the minutes
   - Estates Officer

4. Estates Officer follows up meeting minutes to completion
   - Meeting minutes

1. Process Notes
   1.1. The Management Team at 12 month intervals meet to review the effectiveness of the Quality System. All relevant functions should be represented. Responsibility for the coordination of this meeting lies with the Estates Officer.
   1.2. A set agenda is followed for the meeting.
   1.3. The Estates Officer will prepare and distribute minutes of the meeting in a timely manner. Prior to distribution, all attendees shall sign the original copy of the minutes. This indicates acceptance of the outputs from the review.
   1.4. The minutes of the meeting are filed by the Estates Officer.
   1.5. The Estates Officer shall periodically review the progress of assigned action items.
REFERENCES:
  Quality Manual
  Associated Quality System documentation and records