Quality Management Department

Status of Quality Management System
a) Changes in Organizational Structure
   Needs comments or analysis on current organizational structure set-up and review of effectiveness of changes that has been made. This requires data showing positive or negative effects of the revisions made (refer to Revision History)
b) Review of Quality Policy & Corporate Quality Objectives
   Review of suitability and effectiveness. Back-up comments with KIP's (Key Performance Indicators) eg; customer satisfaction rating, RTV, Defect rate, etc... Can include assessment of the attainment of Vision and Mission statement, ask about strategic or business plan.
c) Needs and changes in System Documentation and Quality records
   Present status of existing system documents/quality records, eg; how many documents currently exist, how many revisions made, pending, how many are needed for "new product".

Results of audit
a) Results of Internal, Customer, Supplier & 3rd party audits.
   Provide comparative analysis on previous audit results. Eg; trend of non-conformities, analysis of the trend, Top 5 most outstanding findings during the audit.

Status of Preventive and Corrective actions
a) Corrective action status
   Data from customer complaints, RTV, non-conformity to product requirements, quality systems, suppliers audits, un-achieved goals, etc.
b) Preventive action status
   Effectiveness of the set-preventive actions, show trends and charts that highlights recurring problems & open CAR's.

Changes that could affect the QMS
a) New business expansion
b) Incorporation of other mgmt system
c) Planned system upgrades (eg; computerized transactions, etc)

Recommendations or request for improvement / problems encountered
a) For system
b) For profit and cost savings
c) Training and competency
d) Others....
HRAD

Department performance and activities
a) Defined department goals and objectives
   Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each results.

Follow-up actions on previous management review
a) Status of previous Department concerns and request if any
   Briefly give a backgrounder if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

Changes that could affect the Quality management system
a) Organizational development
   Provide a "brief" backgrounder of a possible plan to develop OD at Company
b) Movements/Transfers/Hiring/Promotions
   Provide some inputs in terms of what transpired with regards to the hiring of our Mgmt trainees, Local mgr, Head, Intreperters... etc... purpose or objectives of the transfer, hiring... etc can also be mentioned if possible.

Recommendations for improvement
a) Problems encountered during the implementation of goals and objectives after the last Management review.
b) Recommendations for improvement
c) Other concerns by the department
Sales and ImPex

**Department performance and activities**
a) Defined department goals and objectives
   Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each results.

**Customer feedback**
a) Over-all Company performance
   The organization's overall performance based on customer's survey or any performance measurement in which we can report ... eg; Supplier’s ranking performance from our customers.

**Follow-up actions on previous management review**
a) Status of previous Department concerns and request if any
   Briefly give a backgrounder if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

**Changes that could affect the Quality management system**
a) New parts
   Documentation update on new parts quality plan
b) FAI requirements
   Update and status

**Recommendations for improvement**
a) Problems encountered during the implementation of goals and objectives after the last Management review.
b) Recommendations for improvement
c) Other concerns by the department
Logistics/Warehouse

**Department performance and activities**

a) Defined department goals and objectives
   
   Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each results.

b) Improvements or activities
   
   Other activities or improvement that was done within the department which was not highlighted or stated in the “Dept. goals and objectives” but have an impact in terms of: (a) Cost savings (b) Systems improvement (c) Re-layout and other improvements.

**Follow-up actions on previous management review**

a) Status of previous Department concerns and request if any
   
   Briefly give a backrounder if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

**Suppliers status**

a) State the status of our "Major" supplier’s performance
   
   In terms of: eg; (a) Delivery (b) Terms (c) etc…

**Recommendations for improvement**

a) Problems encountered during the implementation of goals and objectives after the last Management review.

b) Recommendations for improvement

c) Other concerns by the department
Manufacturing Department

Department performance and activities
a) Defined department goals and objectives
   Highlight the accomplishments of the goals, the effect within the organization
   and the improvement it has contributed on each results.

b) Improvements or activities
   Other activities or improvement that was done within the department which was
   not highlighted or stated in the “Dept. goals and objectives” but have an impact
   in terms of: (a) Actual material control (b) Whiteboard control
   (c) Process improvement (d) Quality Improvement

Follow-up actions on previous management review
a) Status of previous Department concerns and request if any
   Briefly give a backgrounder if ever there is a concern or request from the
   previous mgmt. review and then provide a status update on it.

Changes that could affect the QMS
a) New Product
   Provide a status report about New Product, eg; Documentation, Process, Training, etc...

b) Re-organization
   Provide status about the changes in the Operations division and the current state
   of the Department and possible future plans that may have an effect in the existing
   Quality management system

Recommendations for improvement
a) Problems encountered during the implementation of goals and objectives after the last
   Management review.

b) Recommendations for improvement

c) Other concerns by the department
Quality Assurance Department

Department performance and activities
a) Defined department goals and objectives
   Highlight the accomplishments of the goals, the effect within the organization
   and the improvement it has contributed on each results.
b) Improvements or activities
   Other activities or improvement that was done within the department which was
   not highlighted or stated in the “Dept. goals and objectives” but have an impact
   in terms of: (a) Quality (b) Supplier’s quality ('c) Competency of Inspectors
   (d) Improvement of Visual inspection criteria (e) Others

Follow-up actions on previous management review
a) Status of previous Department concerns and request if any
   Briefly give a backgrounder if ever there is a concern or request from the
   previous mgmt. review and then provide a status update on it.

Changes that could affect the QMS
a) Re-organization
   Provide status or update with regards to the re-organization of Operations division
   with regards to HDD parts, return of FVI to mfg. dept. and movements w/in the
   QA department.
b) QA guidelines, Inspection criterias
   Effects and benefits of the changes and establishment of "new" QA guidelines and
   upgrade of inspection criterias both for "Suppliers" and "Customers" side.
c) QBR reports and meetings
   Results and updates of those meetings

Recommendations for improvement
a) Problems encountered during the implementation of goals and objectives after the last
   Management review.
b) Recommendations for improvement
  c) Other concerns by the department
Chemical Analysis Department

**Department performance and activities**

a) Defined department goals and objectives
    Highlight the accomplishments of the goals, the effect within the organization and the improvement it has contributed on each results.

b) Improvements or activities
    Other activities or improvement that was done within the department which was not highlighted or stated in the “Dept. goals and objectives” but have an impact in the organization.

**Follow-up actions on previous management review**

a) Status of previous Department concerns and request if any
    Briefly give a backgrounder if ever there is a concern or request from the previous mgmt. review and then provide a status update on it.

**Recommendations for improvement**

a) Problems encountered during the implementation of goals and objectives after the last Management review.

b) Recommendations for improvement

c) Other concerns by the department