

This procedure has been completely reviewed. Therefore no individual paragraphs have been starred (*) to indicate changes.

1. AIM

The purpose of this procedure is to define the process by which the Company is effectively managed, controlled and reviewed.

Note: The Management Review is perhaps wrongly titled since 'review' tends to mean looking back, whereas in fact the Management Review should become a major force for driving the organisation forward.

2. SCOPE

The company's entire Management System.

3. RESPONSIBILITY

- (a) Directors – to ensure the Management Review takes place.
- (b) Senior Team Members – to prepare for the annual management review in October. To meet regularly, prepare reports and implement preventative, correcting and improving measures and for the follow up of such actions to ensure that they have been implemented and are effective.
- (c) Quality Consultant - To facilitate and record the review and monitor that the actions are being implemented and are effective in conjunction with HR.

4. ADMINISTRATION

Management Review Reports; Operations meeting minutes

5. QUALITY RECORDS

Management review reports/minutes and Senior Management meeting minutes.

6. IMPLEMENTATION AND CONTROL

Management Review

Plastica's review process is a continuous process. Due to the Company's seasonal nature the main review is held in October i.e. after the main business season of April-September.

Senior Managers hold a meeting to carry out the Management Review for the business as a whole, including their own areas of responsibility.

Management review actions are reviewed at quarterly review meetings.

Cross References

Management Review Process W.I. 12.1