

Region 4
U.S. Environmental Protection Agency
Science and Ecosystem Support Division
Athens, Georgia

OPERATING PROCEDURE

Title: Management Review

Effective Date: February 28, 2013

Number: SESDPROC-013-R5

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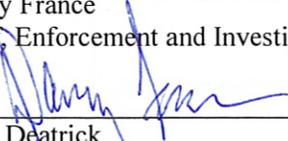
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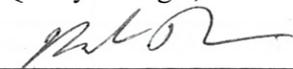
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Revision History

The top row of this table shows the most recent changes to this controlled document. For previous revision history information, archived versions of this document are maintained by the SESD Document Control Coordinator on the SESD local area network (LAN).

History	Effective Date
<p>SESDPROC-013-R5, <i>Management Review</i>, Replaces SESDPROC-013-R4</p> <p>General: Corrected any typographical, grammatical, and/or editorial errors.</p> <p>Cover Page: Changed the Author from Laura Ackerman to Bobby Lewis. Changed the Enforcement and Investigations Branch Chief from Archie Lee to Danny France. Changed the Ecological Assessment Branch Chief from Bill Cosgrove to John Deatrck. Changed the FQM from Laura Ackerman to Bobby Lewis.</p> <p>Revision History: Changes were made to reflect the current practice of only including the most recent changes in the revision history.</p> <p>Section 1.2: Added the following statement - Mention of trade names or commercial products in this operating procedure does not constitute endorsement or recommendation for use.</p> <p>Section 2.1: Removed the “Facilities, security, and resources” and “Safety, health, and environmental management” bullets from the list of items to discuss during the Management Review.</p>	<p>February 28, 2013</p>
<p>SESDPROC-013-R4, <i>Management Review</i>, Replaces SESDPROC-013-R3</p>	<p>July 27, 2009</p>
<p>SESDPROC-013-R3, <i>Management Review</i>, Replaces SESDPROC-013-R2</p>	<p>December 13, 2007</p>
<p>SESDPROC-013-R2, <i>Management Review</i>, Replaces SESDPROC-013-R1</p>	<p>November 1, 2007</p>
<p>SESDPROC-013-R1, <i>Management Review</i>, Replaces SESDPROC-013-R0</p>	<p>October 10, 2007</p>
<p>SESDPROC-013-R0, <i>Management Review</i>, Original Issue</p>	<p>March 1, 2007</p>

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1 General Information

1.1 Purpose

This procedure describes the SESD Management review of the SESD Field Branches Quality System.

1.2 Scope/Application

The SESD Field Branches Quality System shall be reviewed at least annually to evaluate its continued suitability and effectiveness and to consider any necessary changes or improvements. Mention of trade names or commercial products in this operating procedure does not constitute endorsement or recommendation for use.

1.3 Documentation/Verification

This procedure was prepared by persons deemed technically competent by SESD management, based on their knowledge, skills and abilities. The official copy of this procedure resides on the SESD local area network (LAN). The Document Control Coordinator is responsible for ensuring the most recent version of the procedure is placed on the LAN and for maintaining records of review conducted prior to its issuance.

1.4 Associated SESD Documents

SESD Operating Procedure for Internal Audits of the Quality System (SESDPROC-008, most recent version)

SESD Operating Procedure for Corrective Actions Associated with External Complaints and Quality System Assessments (SESDPROC-009, most recent version)

2 Methodology

2.1 Procedure

The SESD Field Branches' Management Team (FBMT) includes two branch chiefs and four section chiefs. The FBMT will meet during the first quarter of each calendar year with the Field Quality Manager and the SESD Division Director and the Deputy Division Director to review and assess the SESD Field Branches Quality System to evaluate its continuing suitability and effectiveness and to introduce necessary changes and improvements.

The review will consider but not be limited to the following:

- Suitability of policies and procedures
- Annual audit plan and recent internal audits
- External Audits
- Proficiency tests
- Corrective and/or preventive actions
- Quality improvements
- Complaints
- Customer feedback
- Quality Management Plan
- QA Annual Report
- Accreditation activities/issues
- Reports, records and other documentation
- Changes to the volume and/or type of work undertaken
- Staff training
- Operating Plan.

2.2 Response Action

2.2.1 Corrective Action

Any findings of nonconformance with the quality system that results from the management review will be handled as a corrective action according to the SESD Procedure for Corrective Action Associated with External Complaints and Quality System Assessments (SESDPROC-009). This is the same procedure used for routine corrective action activities. The management will review and/or act on proposed corrective action solutions. The time frame for resolution of corrective actions will be specified in the minutes of the meeting. The Field Quality Manager will coordinate the tracking of these actions.

2.2.2 Preventive Action or Quality Improvement

Any preventive action or quality improvement recommendations that result from the management review will be handled in accordance with the SESD Operating Procedure for Preventive Action and Quality Improvement (SESDPROC-017). The FBMT will monitor action items until they are resolved and report the outcome via memo to the FQM.

2.3 Records

The management review agenda and any findings resulting from the management review will be recorded in the minutes of the meeting, which will be filed with records of assessments of the quality system kept by the FQM. Records associated with corrective or preventive actions or quality improvements will also be maintained by the FQM.