

QUALITY MANAGEMENT REVIEW PROCEDURES

This document must not be passed or copied to other Companies or persons without the written authority of the Board of the Institute for Supply Chain Excellence.

Contents:

7	PROCEDURES	2
7.1	ATTENDANCE AT QUALITY MANAGEMENT REVIEW MEETINGS	2
7.2	FREQUENCY OF QUALITY MANAGEMENT REVIEW MEETINGS	3
7.3	AGENDA FOR QUALITY MANAGEMENT REVIEW MEETINGS	3
7.4	MINUTES OF QUALITY MANAGEMENT REVIEW MEETINGS	3

Description : New Issue
Issued by: Quality Co-ordinator
Approved by: Quality Co-ordinator

- 1 Subject** Quality Management Review Procedures
- 2 Purpose** To define procedures so as to ensure that the Institute for Supply Chain Excellence - Quality Management System and its operations are regularly reviewed.
- 3 Scope** All parts of the Quality Management System
- 4 References** Quality Assurance Guidelines and Criteria for Provider Access to Initial Validation of Programmes for Higher Education and Training Leading to QQI Awards, [2013]
HET Core Validation Policy and Criteria [2013].
Quality Manual, section 4.1.3
- 5 Documentation**
- 5.1 Quality management review meeting agenda, Form: MS/401.01 - 7.3.1
- 6 Definitions** Nil
- 7 PROCEDURES**
- 7.1 Attendance at Quality Management Review Meetings**
- 7.1.1 The following personnel shall be entitled to attend the Quality Management Review meeting:
- the administrator;
 - the financial controller,
 - the programme co-ordinator,
 - the quality co-ordinator and
 - any other person invited to attend a particular meeting.
- All members of the Board are ex-officio members of the manage review meeting.
- 7.1.2 The meeting shall be chaired by a designated Board member who may nominate another member of the Board to chair a particular meeting.
- 7.1.3 The quality co-ordinator shall attend all meetings and act as secretary to the meeting.
- 7.1.4 A quorum for the meeting shall be the chairperson; the quality co-ordinator, the programme co-ordinator and one other person entitled to attend.

7.2 Frequency of Quality Management Review Meetings

- 7.2.1 Quality Management Review Meetings shall be held on a date, during the last week of each month, in tandem with the meeting of the Administration and Finance Committee.

7.3 Agenda for Quality Management Review Meetings

- 7.3.1 The agenda for each Quality Management Review meeting shall be set out in the format as detailed in Form MS/401.01 - 7.3.1. (see attachment 5.1).
- 7.3.2 The Quality Co-ordinator shall publish and circulate the agenda (in their capacity as Secretary of the Quality Management Review Group) to all persons entitled to attend, at least **one week** before the date of the meeting.

7.4 Minutes of Quality Management Review Meetings

- 7.4.1 The quality co-ordinator shall publish and circulate the minutes of each meeting within one week of the meeting to all persons entitled to attend the meeting.
- 7.4.2 The minutes shall be presented for approval at the next Quality Management Review meeting and on adoption shall be signed by the Chairperson as a true and accurate record.
- 7.4.3 Copies of the adopted minutes shall be placed on file and made available to the QQI external auditors as and when requested.

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Procedure Group:	Management Review Procedure
Issue No:	1
Revision No:	0
Date:	August 2015

SAMPLE

Attachment 5.1

Management Review Meeting Agenda

Form: MS/401.01 - 7.3.1

AGENDA

Management Review Meeting

Date:

Time:

Location:

Present:

Apologies:

In attendance:

Agenda Item:	Action By:
1. Meeting chaired by:	
2. Approval of minutes of meeting held on	
3. Reports from Quality co-ordinator	
3.1 Reports on programme meetings	
3.2 Report on module administration	
3.3 Reports on appropriateness of venues	
3.4 Report on Supplier performance.	
3.5 Report of Internal Audits	
3.6 Report on Corrective Actions	
3.5 Proposed changes made to quality system	
3.6 Appropriateness of quality system	
5. A.O.B.	
6. List of Action Points arising from the meeting	
7. Evaluation of Programme management meeting	
8. Date of next meeting:	