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ICAO RBIS QMS PROJECT

QUALITY MANAGEMENT SYSTEM
(ISO 9001:2015)

PROCEDURE FOR MANAGEMENT REVIEW

Document Reference: AFI_AIM_RBIS_QMS_930_PR01_TMP



1 PURPOSE

This procedure is to ensure that Top Management systematically reviews the QMS and its performance in accordance with the established procedures to ensure its adequacy, suitability and effectiveness. It is also to review existing strengths and opportunities for improvement, identify new ones and make recommendations for continual improvement.

2 SCOPE

This procedure applies to all the activities within the scope of STATE AIM/AIS Quality Management System.

3 REFERENCES

- a. This document covers clause 9.3 of ISO 9001:2015 International Standard.

4 TERMINOLOGIES

Management Review	Cross-functional review by STATE AIM/AIS Top Management which takes place at regular intervals aimed to assess STATE AIM/AIS's success at achieving objectives established thus ensuring its continued suitability, adequacy and effectiveness and to take action to correct it when necessary.
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4.1 Abbreviations

AIS	Aeronautical Information Services
AIM	Aeronautical Information Management
DAIM	Director, Aeronautical Information Management/Services
HAIM	Head of Aeronautical Information Management/Services
ISO	International Organisation for Standardization
QMS	Quality Management System

5 RESPONSIBILITIES

DAIM	Has the prime responsibility and approval authority for this procedure.
	Ensures required resources are provided to maintain the QMS.
HAIM	Responsible for scheduling and leading management review meetings in compliance with this procedure.
	Invites members of the Top Management to the meeting.
QMS Manager	Reports on the status of the QMS and improvements to the system.
	Analyses (i.e. through auditing etc.) STATE AIM/AIS processes and report nonconformities within the management system to Top Management.



	Prepares the agenda and maintain records in consultation with the Top Management of AIM/AIS.
	Takes minutes for the management review meetings.

6 PROCEDURE DETAILS

6.1 Management Review Meetings

1. A review of the documented management system is to be completed to ensure that the system meets the STATE AIM/AIS' QMS objectives including legal, statutory, regulatory and customer requirements. To achieve this, review meetings will be held at least once a year.
2. At the decision of the DAIM more frequent reviews on the performance and results of the system may be conducted.
3. The DAIM and HAIM in conjunction with the QMS Manager schedules the management reviews.
4. Regardless of other inputs, management review meetings can be scheduled after the completion of internal audits.
5. In attendance at management review meetings are the Top Management and Process Heads.
6. The HAIM and QMS Manager must always be present. External consultants and other STATE AIM/AIS personnel may be invited to the meeting at the discretion of the DAIM and HAIM.
7. The agenda for the management review meetings is prepared by the QMS Manager with inputs from the DAIM and HAIM using the Management Review Agenda form and distributed to other participants at least one week in advance of the meeting.

6.2 Management Review Inputs

The QMS agenda includes the following inputs:

1. The status of actions from previous QMS management reviews,
2. Changes in external and internal issues that are relevant to the QMS, including change to the strategic direction,
3. Information on the quality performance and effectiveness of the QMS, including trends and indicators for:
 - Customer satisfaction and feedback from interested parties;
 - Extent to which quality objectives are met;
 - Process performance and conformity of aeronautical information products & services;



- Nonconformities and corrective actions;
 - Monitoring and measurement results;
 - Audit results;
 - Performance of external providers or suppliers; and
 - Additional items may be added as needed
4. Adequacy of resources required for maintaining an effective QMS,
 5. The effectiveness of actions taken to address risks and opportunities,
 6. Opportunities for improvement.

6.3 Management Review Outputs

1. Details of the management review outputs or QMS outputs are recorded in the Management Review Report.
2. Specific outputs of the management review include decisions and actions related to continual improvement opportunities, need for changes to the QMS, and resource needs.
 - Notes and outputs of the review meetings are taken by the QMS Manager and are distributed to the attendees and persons absent, if any.
 - The notes and other related internal documents are confidential records and not available to persons outside the STATE AIM/AIS.
 - Auditors are allowed short-term access to the files to obtain documented evidence that management review meetings occur.
3. Corrective and improvement actions identified from the decisions reached at the management reviews are initiated according to the AFI AIM RBIS QMS Procedure for Nonconformity, Complaint Management, Corrective Action and Error Analysis template, AFI_AIM_RBIS_QMS_102_PR01_TMP.

6.4 Documentation

1. The QMS Manager retains management review documented information on file for a period of five (5) years, with the AFI AIM RBIS QMS Procedure for the Control of Documented Information template, AFI_AIM_RBIS_QMS_750_PR01_TMP. This includes Management Review results using the Management Review Report.

7 RELATED DOCUMENTS AND FORMS

Number	Description
	Management Review Agenda form
	Management Review Report



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**AFI AIM RBIS QMS PROCEDURE FOR MANAGEMENT
REVIEW TEMPLATE**

Doc No.: AFI_AIM_RBIS_QMS_930_PR01_TMP

Revision: 0

Page 7 of 7

AFI_AIM_RBIS_QMS_102_PR01_TMP	AFI AIM RBIS QMS Procedure for Nonconformity, Complaint Management, Corrective Action and Error Analysis template,
AFI_AIM_RBIS_QMS_750_PR01_TMP	AFI AIM RBIS QMS Procedure for the Control of Documented Information template



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