6 QP/6 QUALITY MANAGEMENT SYSTEM REVIEW

TRI shall conduct management reviews at regular intervals to ensure the continuing suitability, adequacy and effectiveness of the organisation's quality management system. These reviews shall include assessing opportunities for improvement and the need for changes to the quality management system, including the quality policy and quality objectives.

6.1 Scope

In accordance with the principles of ISO 9001:2015, bi-annual TRI QMS reviews are required in order to ensure that:

- TRI is effective in attaining its objectives as described in the QMS;
- the QMS remains effective and suitable for the requirements of TRI, (in other words that it 'really works' in practice);
- the requirements and rules as described in the QMS remain workable and are in accordance (as far as possible) with the way TRI personnel prefer to work - without losing the assurance that TRI delivers quality;
- TRI requirements are met and that the relevant rules are agreed on and are adhered to.

QP/6 details the requirements for QMS Reviews within TRI.

The SHEQT Manager is responsible for overseeing the operation of the QMS; for ensuring that the QMS is fully and effectively implemented and for co-ordinating the writing as well as the availability of the necessary processes, procedures and instructions.

Review input

The following information shall be collected and reviewed:

- results of audits;
- customer feedback (including complaints);
- process performance;
- performance of external providers (including sub-contractors);
- product conformity;
- status of corrective and preventive actions;
- follow-up actions from previous management reviews;
- changes that could affect the quality system, and
- recommendations for improvement and actions to address risk

Review output

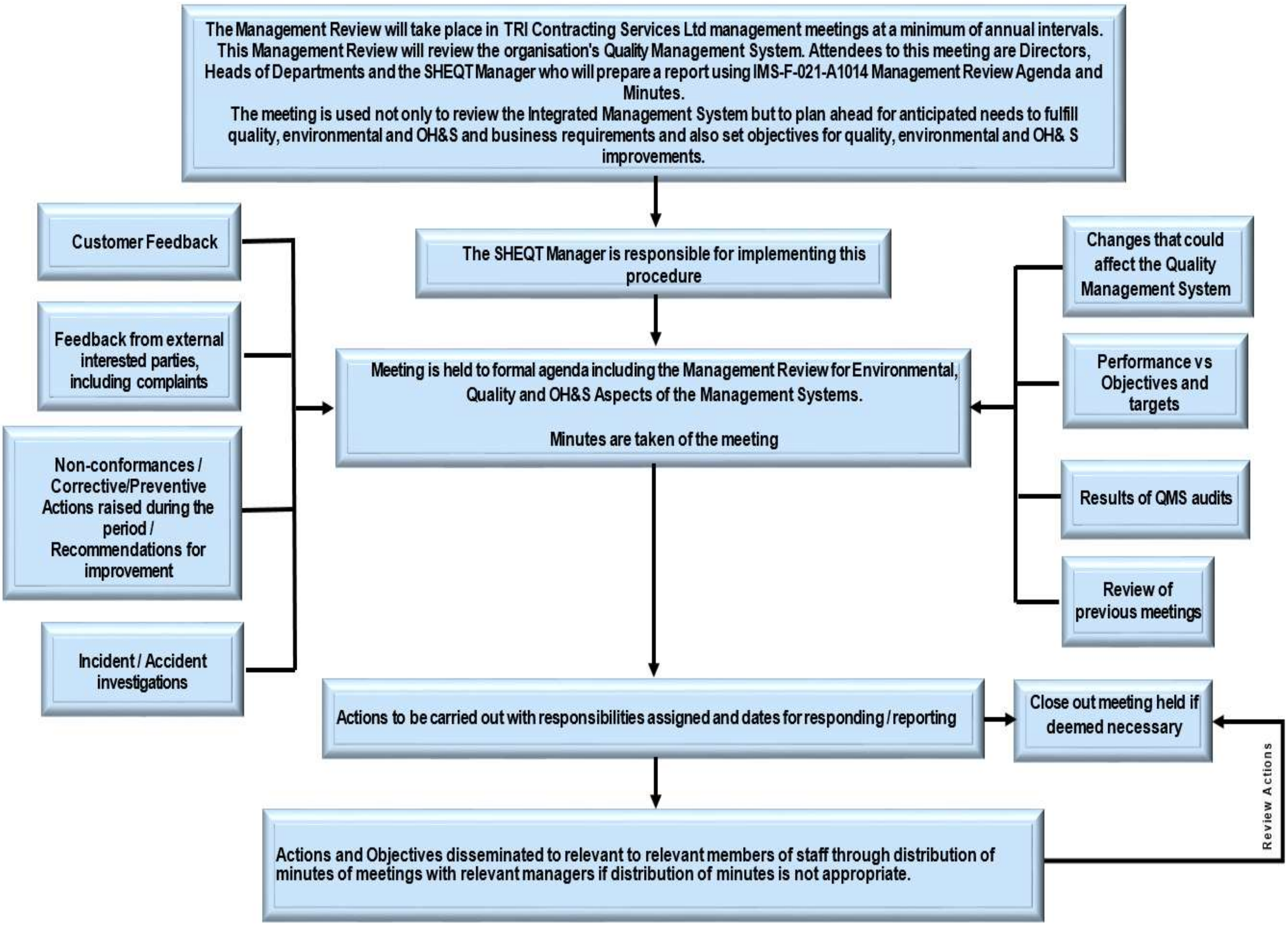
The overall aim of any TRI review should be to provide definite action plans for the improvement of the management system, sufficient until the next review meeting.

The output from management review shall include any decisions and actions related to:

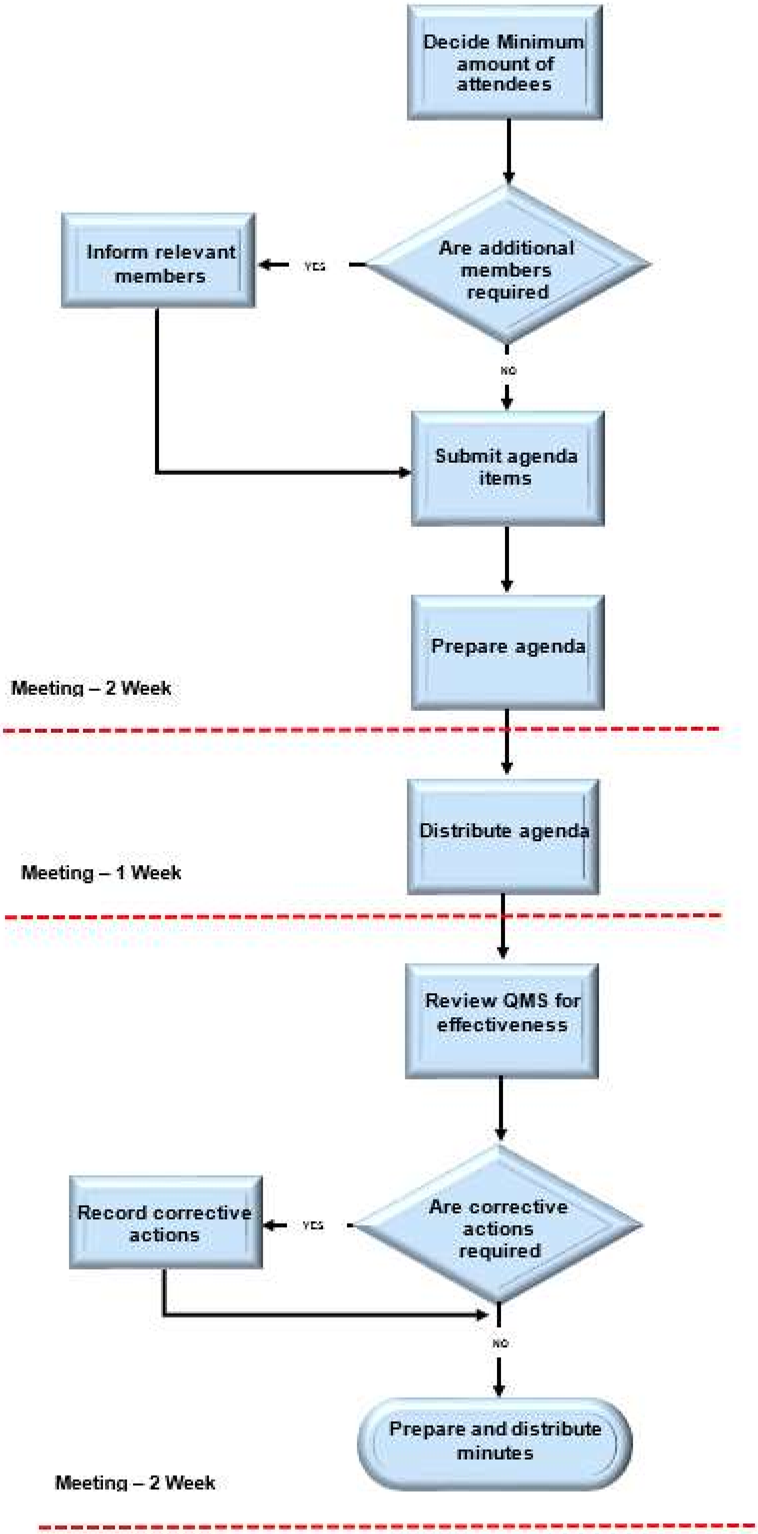
- improvement of the effectiveness of the quality management system and its processes;
- improvement of product related to customer requirements;
- resource needs.

Minutes of all Management Review meetings shall be documented (see QP/9).

QP/6: Flowchart for QMS Review



QP/6/1: Flowchart for Management Meeting Review



6.2 Meetings of the review board

The initiative for meetings of the Review Board shall be taken by the SHEQT Manager. He shall prepare an agenda and provide all relevant documents (e.g. reports of internal audits, results of product reviews, etc.).

If necessary the SHEQT Manager shall draw attention to areas where TRI requirements are not being met or where rules are not followed. Whenever possible he will provide recommendations for improvements.
If the results of the review are such that corrective action is necessary, the Review Board shall agree on the corrective actions and suggest appropriate methods for their implementation. The Commercial Director shall be responsible for ensuring the implementation of the agreed corrective actions.
The details of the review and the agreed corrective actions shall be recorded and the records shall be maintained in the company quality file.
The review shall cover all activities related to company and quality management as described in the QM plus its associated Quality Processes, QPs, and Quality Plans.

6.3 Frequency of meetings

The Review Board shall meet bi-annually (scheduled) with interim meetings as necessary.

6.4 Review board members

Permanent members of the Review Board are:

- the Commercial Director (who acts as Chairman);
- the Contracts Director;
- the SHEQT Manager (who also acts as Deputy Chairman).

The exact number of attendees may vary according to the circumstances applicable at that time.
The SHEQT Manager shall decide on the minimum number of attendees for convening that meeting and the Commercial Director (in consultation with the SHEQT Manager) shall decide whether or not it is necessary to invite additional members and if so, who shall be involved.

6.5 Agenda

All members of the Review Board may contribute items for the agenda, but they must be submitted no later than two weeks prior to the actual date of the meeting. Such contributions shall be sent to the SHEQT Manager.
The SHEQT Manager shall prepare the agenda in consultation with the Commercial Director and ensure that the relevant information documents are attached to it.
The SHEQT Manager shall distribute the agenda and attached information documents so that these are in the possession of all members of the Review Board at least one week prior to this meeting.

The agenda for a Review Board shall consist of:

- a review of all actions raised at the previous meetings and progressed at subsequent meetings;
- a review of minutes and actions arising from the minutes of the previous meeting;
- implementation and continued effectiveness of the QMS, Quality Processes, Quality Processes, QPs, WIs and Quality Plans;
- results of internal TRI audits and details of the corrective actions taken;
- previous TRI audit results;
- previous reports on all major deviations from TRI objectives related to time, costs and quality;
- previous consequences of changes (objectives, organisation, schedules, etc.);
- previous results of verifications on major TRI documents;
- previous results of actions agreed at previous meetings;
- customer complaints.

6.6 Meeting contents

The nature of the Review Board is such that all major issues affecting TRI shall be considered as appropriate.
In all cases the target shall be:

- to review if the QMS is still the most effective and suitable way to reach and achieve objectives and to ensure that TRI documents comply with the relevant quality and safety standards;
- to seek ways of improving TRI QMS.

6.7 Actions

If the results of the review are such that corrective action is necessary, the Review Board shall:

- consider solutions and agree on the corrective action(s);
- agree on responsibility for the implementation of the corrective action chosen;
- agree on a timescale for the implementation and review of corrective action(s) taken.

The review and the agreed corrective actions shall be recorded in the company quality file by the SHEQT Manager who is also responsible for co-ordinating the completion of all corrective actions agreed by the Review Board.
All actions raised at previous meetings shall be reviewed and progressed at subsequent meetings.

6.8 Meeting records

The SHEQT Manager is responsible for ensuring that minutes of the meeting are prepared and distributed, promptly.

The minutes shall clearly state:

- actions agreed upon;
- the person responsible for implementing these actions (i.e. the Action List);
- the agreed completion date (i.e. the Time Plan).

The minutes of the meeting shall be retained kept in QMS Folder on the server.