

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

OPERATING PROCEDURE

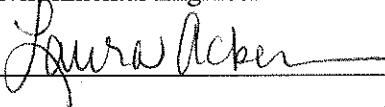
Title: **Management Review**

Effective Date: July 27, 2009

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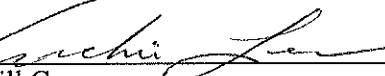
Authors

Name: Laura Ackerman
Title: Environmental Engineer

Signature:  Date: 07/20/09

Approvals

Name: Archie Lee
Title: Chief, Enforcement and Investigations Branch

Signature:  Date: 7/21/09

Name: Bill Cosgrove
Title: Chief, Ecological Assessment Branch

Signature:  Date: 7/27/09

Name: Laura Ackerman
Title: Field Quality Manager, Science and Ecosystem Support Division

Signature:  Date: 07/20/09

Revision History

This table shows changes to this controlled document over time. The most recent version is presented in the top row of the table. Previous versions of the document are maintained by the SESD Document Control Coordinator.

History	Effective Date
<p>SESDPROC-013-R4, <i>Management Review</i>, Replaces SESDPROC-013-R3</p> <p>General Previous versions of the document will be maintained by the Document Control Coordinator (DCC). Changed from Field Quality Manager to DCC.</p> <p>Title Page Changed EIB Branch Chief from Antonio Quinones to Archie Lee.</p> <p>Section 1.3 Changed requirement so that the DCC is responsible for ensuring the most recent version of the procedure is placed on the SESD LAN and for maintaining records of review conducted prior to its issuance. Deleted reference to the H: drive of the SESD local area network.</p> <p>Section 2.1 Changed statement that Management Review will be held annually to it will be held during the first quarter of each calendar year.</p>	<p>July 27, 2009</p>
<p>SESDPROC-013-R3, <i>Management Review</i>, Replaces SESDPROC-013-R2</p> <p>Section 1.3 Changed section title to Documentation/Verification and added all text.</p> <p>Section 1.4 Moved information from previous Section 1.3 to this section.</p> <p>Section 2.2.1 Added "<i>The time frame for resolution of corrective actions will be specified in the minutes of the meeting.</i>"</p>	<p>December 13, 2007</p>
<p>SESDPROC-013-R2, <i>Management Review</i>, Replaces SESDPROC-013-R1</p> <p>General Wherever the phrase "SESD Quality System" appeared changed to "SESD Field Branches Quality System".</p> <p>Title Page Changed title for Antonio Quinones from Environmental Investigation Branch to</p>	<p>November 1, 2007</p>

<p>Enforcement and Investigations Branch.</p> <p>Section 2.1 Deleted phrase “for environmental data collections” from second sentence of first paragraph.</p> <p>Section 1.3 Changed title from Associated SESD Documents to References. Deleted reference to SESD Operating Procedure for Internal Audits of the Quality System. Updated reference for Corrective Actions Associated with External Complaints and Quality System Assessments to reflect title change (Corrective Action). Added reference for Preventive Action and Quality Improvement Operating Procedure.</p> <p>Section 2.2.1 Changed title of Corrective Action procedure as described above.</p> <p>Section 2.2.2 Deleted last part of first sentence beginning at “...assigned” and added reference to the Preventive Action and Quality Improvement Operating Procedure.</p>	
<p>SESDPROC-013-R1, <i>Management Review</i>, Replaces SESDPROC-013-R0</p> <p>Section 2.1 Added the Division Director and Deputy Division Director as participants in the Management Review.</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.

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
- Facilities, security, and resources
- Safety, health, and environmental management
- 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, most recent version). 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 FBM T 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.