

SC Management Review Meeting

The Structure Construction (SC) Quality Management Representative (QMR) is tasked with facilitating the SC Management Review meeting with SC Top Management and following up with action items and decisions made at the meeting.

1. During the SC Management Review meeting:
 - a. SC QMR:
 - i. Facilitates the SC Management Review meeting.
 - ii. Tracks status of action items.
 - iii. Writes meeting minutes.
 - b. SC Top Management:
 - i. Approves or rejects previous meeting minutes.
 - ii. Provides direction and makes decisions for SC Management Review meeting agenda items.
2. Following the SC Management Review meeting, the SC QMR:
 - a. Notifies affected interested parties of SC Top Management decisions:
 - i. To resolve immediate issues.
 - ii. To resolve technical issues.
 - b. Posts on the SC Intranet and/or in J2 database:
 - i. Meeting minutes as evidence of the actions and results of SC management reviews.
 - ii. SC Management Review decisions regarding scheduled output of [Attachment 1.1](#), *SC Quality Manual Management Review*.
 - iii. SC Management Review decisions for changes reflecting:
 1. Opportunities for improvement.
 2. Mandatory change requirement in law/regulations/requirements.
 - iv. Guidance or management direction to staff or customers.
 - v. Notifications to impacted parties (internal and/or external parties).