

	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
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1.0 Purpose

- To ensure the continuing suitability, adequacy and effectiveness of the BAI's Quality Management System.

2.0 Scope:

- This procedure covers all activities starting with the preparation of agenda up to the dissemination of the minutes of the meeting.

3.0 Definition of Terms:

- DC/DQMR – Division Chief/Deputy Quality Management Representative
- QMR- Quality Management Representative
- DCO – Document Control Officer

4.0 Records

- R-BAI-93 Minutes of the Management Review File
- R-BAI-04 Attendance File
- R-BAI-43 NCAR File
- R-BAI-80 Training Evaluation File
- R-BAI-106 Post-Training Evaluation Status Report File
- R-BAI-55 Preventive Maintenance Report File
- R-BAI-11 Calibration Report File

5.0 Reference

- ED BAI-01 PNS ISO 9001:2008, Quality Management Systems- Requirements
- PL BAI-08 Risk Register (FMEA)
- PL BAI-09 Risk Register (PPA)



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6.0 Process Flow

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Prepare Agenda and Set Meeting</div> <div style="text-align: center; margin-top: 10px;">↓</div>	QMR	<ul style="list-style-type: none"> • Use GF BAI-166 Minutes Management Review Template • Prepares schedule and agenda for the meeting and gets approval of the DC • The agenda includes the following: <ul style="list-style-type: none"> - results of audits; - customer feedback; - process performance and product conformity; - status of preventive and corrective actions; - follow-up actions from previous management reviews; - review of quality policy and quality objectives; - changes that could affect the quality management systems; - recommendations for improvement
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Conduct Meeting</div> <div style="text-align: center; margin-top: 10px;">↓</div> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">A</div> </div>	Top Management	<ul style="list-style-type: none"> • Attendees other than the DQMRs, QMS Core Team, section heads, senior analysts and lead auditor may include other personnel as required by the Top Management & QMR. • Discuss agenda. • The output from the management review includes any decisions and actions related to: <ul style="list-style-type: none"> ○ improvement of the effectiveness of the quality management system and its processes ○ improvement of product related to customer requirements, and



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		<ul style="list-style-type: none"> ○ resource needs. • Use GF BAI-07 Attendance Sheet
	DCO	<ul style="list-style-type: none"> • The minutes of the meeting (R-BAI-166) is reviewed by the QMR and approved by the Top Management
	DCO	<ul style="list-style-type: none"> • Disseminate minutes of meeting within 1 week after conduct of Management Review.
	Concerned Process Owners	<ul style="list-style-type: none"> • The QMR monitors actions taken and its effectiveness on the documented plan of action.

Prepared by:	Reviewed/Approved by:
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