

<i>Consultative Services - Bureau Operating Procedure (BOP)</i>	<i>Effective - November 1999</i>	<i>Revision 3: 05/11/16</i>
<i>The controlled copy is stored electronically. Printed copies must be compared to the intranet (One Stop Shop) version.</i>		

BOP #1 (formerly 4.01.01)

Document Title: Management Review

Approval Authority: Bureau Chief

A. PURPOSE

This procedure outlines the review process for ensuring continuing effectiveness of the OSH Consultation Bureau quality system.

B. SCOPE

This procedure applies to supervisory personnel and management within the Consultative Services Bureau.

C. DEFINITIONS

Action Request - A document used to define an observed or potential problem, complaint, or other nonconformity and provide the control mechanism for resolution.

Mandated Activities Report for Consultation (MARC Report) - A quarterly statistical report of on-site consultation activities.

D. RESPONSIBILITIES AND AUTHORITIES

1. Bureau Chief- Responsible for conducting management reviews and ensuring operating procedures are current.
2. Supervisors- Responsible for attending quarterly management reviews.

E. REQUIREMENTS

1. The review process shall be conducted periodically as policies and procedures change.
2. The Bureau Chief schedules a meeting with Supervisors, Bureau Quality Coordinator to review quality status.

F. ACTION STEPS

The Bureau Chief completes the following activities:

1. The Bureau Chief sets a date and time for the management review and transmits notice to all participants and prepares an agenda for the management review and distributes it to all participants prior to the scheduled review.
2. Meetings will be held between supervisors and the Bureau Chief. Improvement opportunities will also be discussed at each meeting. This will be the basis for continuing improvement program.
3. The Bureau Chief keeps a record of the review.
4. The Bureau Chief ensures results of the review are communicated to employees.
5. Approves and authorizes official quality documents, revisions or changes to documents within the Consultative Services Bureau.
6. Assesses the adequacy of documents for inclusion in the system.

G. QUALITY RECORDS

1. Bureau Management Review minutes
2. Action Request form

H. DOCUMENT CONTROL

1. The content of this BOP is the responsibility of the Bureau Chief.
2. Requests for interpretation of the provisions of this procedure and suggestions for changes should be addressed to the Bureau Quality Coordinator.
3. This procedure is maintained electronically.

I. REVISIONS

Rev 1	08/01/00	C - Added definitions for MARC report
Rev 1	08/01/00	F3 - Updated items covered in the Management Review Meetings
Rev 2	06/01/14	Updated for OSHA Express lingo and removed Star and Safety awards program language.
Rev 3	05/11/2016	Updated language to reflect loss of admin position.