

<b>BOP D.01.B01</b>	<b>Effective – 9/01/2007</b>	<b>Revision 2: 5/19/2021</b>
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<b>Document Title:</b>	Management Review
<b>Approval Authority:</b>	Bureau Chief

## **A. PURPOSE AND SCOPE**

This operating procedure defines the management review process for ensuring the continual effectiveness of the ETTA Quality Assurance Plan.

## **B. ACTION STEPS**

1. Each section supervisor will review their section's policies regularly but not less than every two years. The bureau chief will review Bureau policies at least every two years.
2. After the supervisor reviews and/or revises a policy, they will send the policy to the bureau chief for approval.
3. The bureau chief will review each policy, and if approved, will forward the policy to the management representative for posting to the bureau intranet page. If policy is not approved, the bureau chief will send the policy back to the supervisor with changes.

## **C. REFERENCES**

1. Internal assessment reports
2. Action requests
3. Corrective and preventive action plans
4. External audit reports
5. Management reports
6. QAP glossary

## **D. ATTACHMENTS**

None

## **E. REVISIONS**

02/2009 – revised section B.

Reviewed 3/2011.

Reviewed 12/2016.

Reviewed 9/2019.

5/2021 – Revised section B.

Reviewed 6/2023.