

Perform Air International Inc.
Quality System Manual
Policy QSM.04: Management Review Policy

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	04/30/11	Revised for grammar and clarification of policy.
2	07/31/17	Revised to clarify the level of management required to attend meetings
3	09/27/23	Revised to clarify the level of management required in attendance

Management reviews of the quality system are to ensure its continuing suitability, adequacy, and effectiveness. The review process shall also include assessing opportunities for improvement, and the need for changes to the Quality Management System, including the quality policy and the company objectives.

The management review meeting will also address the planning of the Quality Management System. This ensures that planning is carried out in order to meet the requirements of the quality policy and company objectives. A review of the integrity of the Quality Management System is conducted when changes to the Quality Management System are planned and implemented to ensure compliance with planned results.

Minimal review items include the results of all audits, and request for corrective action from authorities and customers, customer feedback, processes performance and product conformity, status of the preventive and corrective actions, and the system used to manage the program, any follow-up actions from previous management reviews, changes that could affect the Quality Management System, and all recommendations for improvement.

The management review meeting will take place, at a minimum, annually. The meetings held must include *all executive staff* of the company unless previous arrangements have been made.

Note: Managers at the Director level or above may be required to represent each department that falls under their area of responsibility.

This is to include, but is not limited to, executive management, and the Accountable Manager. In the event *an executive* cannot attend, a representative will attend in his/her place.