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# MANAGEMENT PROCESS

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Abstract:

This document describes the management review process.

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### REVISION LOG

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### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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## 1.0 PURPOSE

This document defines the Management process, including or making reference to procedures for the various activities within the Management process.

## 2.0 THEORY

The Company believes in "intelligent management," which enables the Company to make decisions based on facts, data and verifiable evidence. Intelligent management reduces the need to make decisions based on personal opinion, whims or mood and ensures results of decisions are measurable.

## 3.0 MANAGING AS A PROCESS

The Company recognizes that it has to manage processes identified in the Quality Management Policies and Procedures handbook; however, [REDACTED] This means that management activities must [REDACTED]

The process map in the Appendix of this document identifies how Management is treated as a process and provides an overview of how management is performed.

Management is responsible for implementation and application of the following QMS requirements:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 4.0 PROCEDURE: MANAGEMENT REVIEW

4.1 The management of the Company performs formal management review of the Quality Management System a minimum of two times per year to ensure its [REDACTED]

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[Redacted]

4.2 This review shall include [Redacted]

4.3 Minutes of the meetings are taken and maintained. The Management Review Report Template may [Redacted]

4.4 The Management Review meeting should include analysis of the following inputs:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

4.5 Management shall use action items or the corrective action system to [Redacted]

This includes [Redacted]

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4.6 Management shall determine internal issues that affect its ability to achieve intended results, which may include, but are not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4.7 Management shall determine external issues that affect its ability to achieve intended results, which may include, but are not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 5.0 PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES

5.1 Each process identified in the Quality Management System has at least one objective. The objective is [REDACTED]

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5.2 Each process objective must [REDACTED]

5.3 Top management will assign goals to each process metric.

5.4 Throughout the year, assigned managers and staff will [REDACTED]

5.5 During Management Review the data will [REDACTED]

5.6 When a process does not meet a goal, corrective action shall [REDACTED]

5.7 The current metrics, standings, previous goal and revised goals shall [REDACTED]

5.8 Over time, management shall assess performance of each process against the goals as a means of [REDACTED]

**6.0 PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION**

6.1 Internal communication is an important facet of the way the Company does business. By this we mean [REDACTED]

The following methods are used for internal communications:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

6.2 External communications that are relevant to the quality management system must be limited to [REDACTED]

6.2.1 Confidential Company Information  
 Company Employees must not reveal Confidential Company Information to External Parties except [REDACTED]

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[REDACTED]

6.2.1.1 Basic Company Information

Company Employees must not communicate Basic Company Information to External Parties except to the extent that such communication is part of their normal responsibilities. For example, [REDACTED]

[REDACTED]

Only Authorized Responsible Authorities may communicate about the Company or its business, or communicate as a representative of the Company, with any of the following External Parties:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Only Authorized Responsible Authorities may communicate about the Company or its business or communicate as a representative of the Company on [REDACTED]

[REDACTED]

6.2.1.2 Written Company Information

All Written Company Information must conform to guidelines established from time to time.

All Written Company Information must be approved by [REDACTED]

With respect to any Written Company Information regarding new business, clients, or other contract counterparties, or other Third Parties with a business relationship with the Company, care must be exercised to [REDACTED]

[REDACTED]

Written Company Information regarding material transactions, contracts, or other significant corporate events or circumstances, or prepared in response to requests from governmental or regulatory bodies, must [REDACTED]

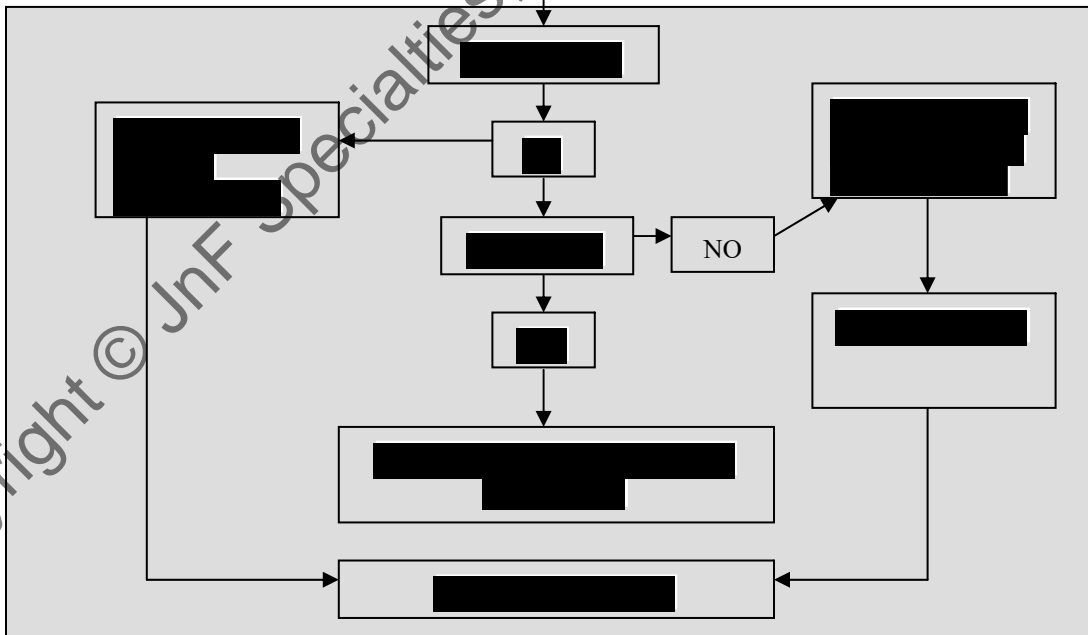
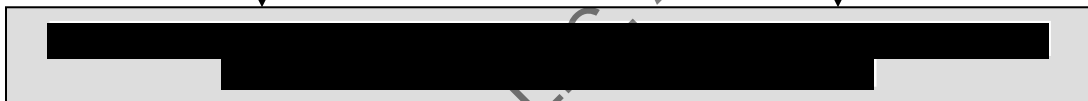
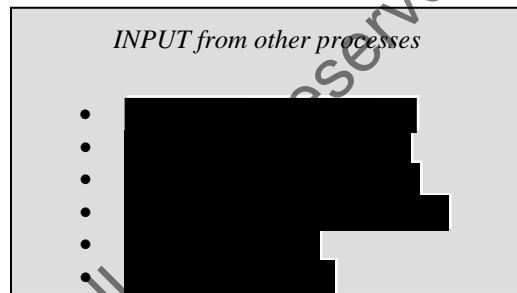
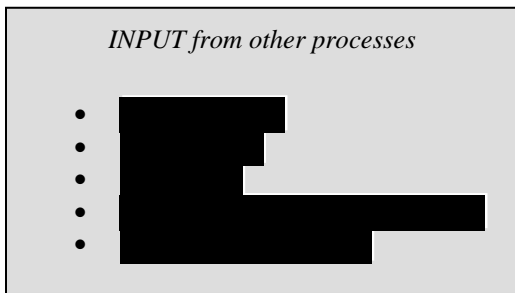
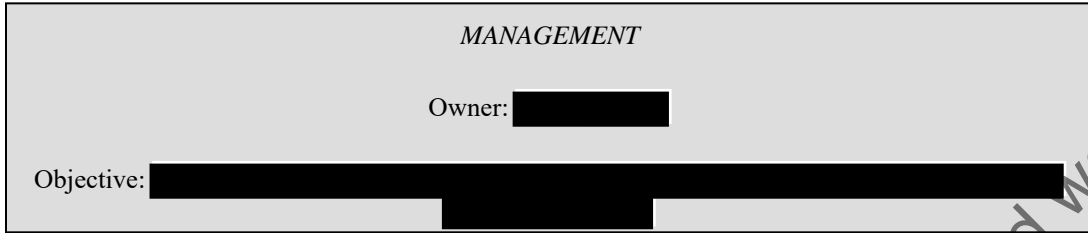
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## Appendix A: Process Map

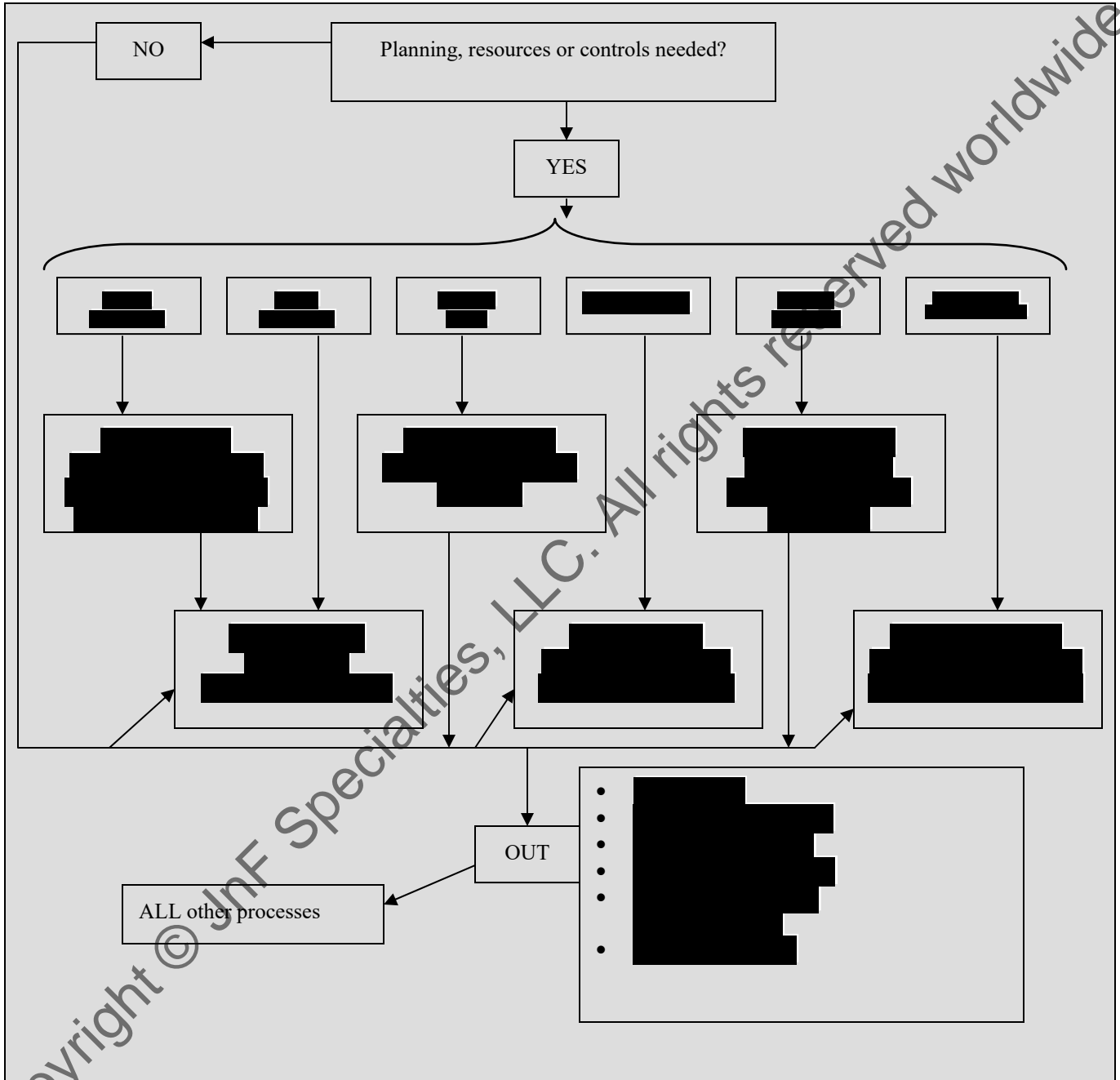


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