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Revised April 14, 2017

## MANAGEMENT REVIEW PROCEDURE

The Quality Control Manager will meet with the managers of the Materials Division, or their designees, annually. The purpose of this meeting is to ensure the conformance of all applicable standards, suitability, effectiveness and implementation of the QMS. The following information will be discussed with emphasis placed on ways to improve the system and correct any errors.

- Summary of follow-up actions from previous reviews
- Suitability of QMS policies and procedures
- Results of recent internal audits
- Results of external audits (AASHTO re: source, CCRL, etc.)
- Results of proficiency sample testing
- Status of any corrective actions
- Changes in the volume and/or type of work
- Feedback and complaints from employees and clients
- Staff training
- Changes in standards
- Improvement opportunities/recommendations

The findings of this review and any changes resulting from it will be recorded. A copy of will be placed in the Quality System Manual.