



Management Review

Date: April 14, 2020

1.0 Introduction:

The Management of Philippine Chuangxin Industrial Co., Inc. have committed to a process of continual improvement. It is necessary to review all processes at regular intervals in order to evaluate their effectiveness and implement any corrective or preventive actions.

2.0 Objective:

To ensure the continued stability, adequacy, applicability and effectiveness of the Management Review System and conformant with Responsible minerals Assurance Process.

3.0 Procedure:

1) General

- Arrange Management Review Meetings at planned intervals.
- Consider recommendations from audit and management reports.
- Implement and subsequently re-review all agreed actions.
- Retain all records in accordance with document & data control requirements.
- Formal written records are required and must be maintained.

These should include:

- Agenda
- Non-conformances
- Corrective actions
- Preventive actions
- By whom
- By when
- Expected outcomes
- Actual outcomes

2) The Management Review Meeting:

The Production Director will convene a Management Review Meeting annually. Additional meetings may be convened as deemed necessary.

- The Production Director will chair each meeting, which will be attended by other of the Directors as necessary and the Production Director plus other members of staff who may be able to assist with any of the agenda items.
- The meeting agenda shall include the following topics for review, analysis and



discussion if applicable:

- The results of internal and second/third-party quality audits.
- Supplier performance, including its sourcing origin conformant with RMAP standard.
- Customer satisfaction, comments and the employee feed-back process.
- Significant non-conformances and the corrective and preventive actions taken.
- Concessions and credit notes which have been raised.
- Training needs.
- Potential problems with the services provided and the preventive actions taken.
- A review of selected sections of the Management Review System, typically those sections that have been subjected to internal audit, plus Policies.
- Confirmation that the Management Review System continues to operate effectively.
- Suggestions for continual improvement to the Processes via the employee feed-back process.
- The Production Director shall ensure that all relevant information and data are available for review.
- The whole System must be reviewed annually.
- Discussions will be recorded on the Management Review Meeting Minutes, along with the agreed actions, those responsible for taking the actions and the date by which the actions will be completed.
- Actions will be such as to prevent a recurrence of the problem.
- Actions from previous meetings will be discussed and closed out only if completed satisfactorily.
- The reasons for any actions remaining outstanding will be raised with the objective of making available all necessary resources to resolve the problem.
- Actions that have been implemented to overcome problems that have arisen during the period between Management Review Meetings will be discussed to assess their effectiveness.

3) After The Management Review Meeting

- ❑ Copies of the minutes of Management Review Meetings will be made available to those actioned.
- ❑ The Production Director will retain the original copy of the minutes as part of the company's quality records.
- ❑ The minutes of the Management Review Meeting may be generated and distributed electronically but must be retained in the appropriate file.



PHILIPPINE CHUANGXIN INDUSTRIAL CO., INC.

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4.0 Persons Responsible:

Production Directors: Mr.Sui

Head of Business Department: Ms. Lily Zhang

Production Assistant: Mr. Francis

All employees – as appropriate

- ❑ It is the responsibility of the Production Department to ensure the continued effectiveness of the Management Review System.
- ❑ The Business Department is responsible for authorising this procedure.
- ❑ The Production Department has delegated responsibility to the Production Director for maintaining the Management Review System on a day-to-day basis.
- ❑ All Managers and employees have a responsibility to work to the procedures as detailed in the Management Review System and to define CAHRAs.

5.0 Associated Documentation and References:

- ❑ Non-Conformance Report/s
- ❑ Corrective Actions Request/s
- ❑ Preventive Actions Request/s
- ❑ Management Review Meeting - Minutes
- ❑ Customer Satisfaction Survey Forms

Philippine Chuangxin Industrial Co., Inc.

For and behalf of
PHILIPPINE CHUANGXIN
INDUSTRIAL Co., Inc,
