

KENYA PLANT HEALTH INSPECTORATE SERVICE Quarantine and Plant Health Laboratory-Muguga		 Page 1 of 7
TITLE AND ID.	SOP FOR MANAGEMENT REVIEW –SOP-GE/13	
DEPARTMENT	Quality Management Unit	
EFFECTIVE DATE	3 rd June 2021	Version Number: 01

Approval and authorizations.

Completion of the below signature blocks signifies the review and approval of this document.

Name	Job title/role	Signature	Date
Authored by	Deputy Quality Manager	<i>Approved</i>	3 rd June 2021
Checked by	Quality Manager	<i>Approved</i>	3 rd June 2021
Approved by	Officer In Charge	<i>Approved</i>	3 rd June 2021

Periodic reviews, approvals and authorizations

Required by: **1st March 2022**

Name	Job title/role	Signature	Date
Checked by			
Approved by			

Periodic reviews, approvals and authorizations

Required by: **1st March 2025**

Name	Job title/role	Signature	Date
Checked by			
Approved by			

KENYA PLANT HEALTH INSPECTORATE SERVICE Quarantine and Plant Health Laboratory-Muguga		 Page 2 of 7
TITLE AND ID.	SOP FOR MANAGEMENT REVIEW –SOP-GE/13	
DEPARTMENT	Quality Management Unit	
EFFECTIVE DATE	3 rd June 2021	Version Number: 01

Contents	Page
1.0 Purpose	2
2.0 Scope	2
3.0 Responsibilities	2
4.0 Management Review structure	2
5.0 Procedure	3
6.0 Revision list	5
7.0 Records	5
8.0 References	6
9.0 Annexes	7

Prepared by : S. Gachamba Designation : Quality Manager	Sign:	Date: 3 rd June 2021
Verified by: G. Ngundo Designation: Laboratory Manager	Sign:	Date: 3 rd June 2021
Authorized by : F.Munguti Designation: Officer In Charge	Sign:	Date: 3 rd June 2021
Issue date:		

KENYA PLANT HEALTH INSPECTORATE SERVICE Quarantine and Plant Health Laboratory-Muguga		 Page 3 of 7
TITLE AND ID.	SOP FOR MANAGEMENT REVIEW –SOP-GE/13	
DEPARTMENT	Quality Management Unit	
EFFECTIVE DATE	3 rd June 2021	Version Number: 01

1.0 Purpose:

The procedure outlines the process involved in Management review to ensure the Quality management system suitability, adequacy and effectiveness, including stated policies and objectives related to the ISO 17025:2017 standard.

2.0 Scope:

This procedure describes the requirement and procedures to be followed in undertaking a management review meeting.

3.0 Responsibilities

The Quality manager shall be responsible for overall implementation of this procedure.

The Officer in Charge will be responsible for producing the overall review input and presenting it to senior management.

The Heads of Sections will be responsible for producing information required for review.

4.0 Management review structure

The collation and presentation of the information for the review will take place as part of the annual cycle of business planning. The Quality Manager will be responsible for collating the information from Heads of sections.

5.0 Procedure:

- 5.1 the laboratory will hold at least one internal management review meeting in twelve months. The meeting will be held in the 3rd Week of May every year.
- 5.2 The management review meeting shall be called by the Quality Manager and chaired by the officer in charge or his appointee Where it is not possible to hold physical meetings, the Quality manager shall use other means possible to hold the meeting on the scheduled date.
- 5.3 The Quality manager shall develop the agenda of the meeting in consultation with the head of the laboratory and the laboratory manager. The agendas will include: -

KENYA PLANT HEALTH INSPECTORATE SERVICE Quarantine and Plant Health Laboratory-Muguga		 Page 4 of 7
TITLE AND ID.	SOP FOR MANAGEMENT REVIEW –SOP-GE/13	
DEPARTMENT	Quality Management Unit	
EFFECTIVE DATE	3 rd June 2021	Version Number: 01

- a) changes in internal and external issues that are relevant to the laboratory;
- b) fulfilment of objectives;
- c) suitability of policies and procedures;
- d) status of actions from previous management reviews;
- e) outcome of recent internal audits;
- f) corrective actions;
- g) assessments by external bodies;
- h) changes in the volume and type of the work or in the range of laboratory activities;
- i) customer and personnel feedback; j) complaints;
- k) effectiveness of any implemented improvements;
- l) adequacy of resources; m) results of risk identification;
- n) outcomes of the assurance of the validity of results; and
- o) other relevant factors, such as monitoring activities and training.

5.4 The minutes of the meeting will be recorded by a person appointed by the chair and kept by the Quality manager for further action. Records shall be kept of all parts of the management-review process. They could include minutes of the meetings together with the action plan, the responsible persons and the time frames of the implementations. It is important that all staff be informed about the results of management reviews, the conclusions and new aims.

5.5 The management review meeting shall comprise of the following at a minimum:-

- Officer in charge of the QPHL laboratory
- Quality manager or his assistant
- Laboratory Manager or his deputy
- Head of sections

5.6 The decision of the management review meeting shall be implemented by the Quality manager in consultation with Laboratory manager, Technical manager, Supervisors and Section heads

KENYA PLANT HEALTH INSPECTORATE SERVICE Quarantine and Plant Health Laboratory-Muguga		 Page 5 of 7
TITLE AND ID.	SOP FOR MANAGEMENT REVIEW –SOP-GE/13	
DEPARTMENT	Quality Management Unit	
EFFECTIVE DATE	3 rd June 2021	Version Number: 01

The review output will be made available to staff through email.

- 5.7 The management procedures will be reviewed to ensure their suitability and effectiveness, and to introduce any necessary changes or improvements.

5.8 Information dissemination for senior management action

Information regarding the implementation of the quality system that is relevant to the top most senior managers will be relayed via the regular corporate senior management meetings by the officer in charge or his appointee in the corporate management meetings.

5.9 Scheduling the review process

The schedule of activities for the review process is given as Annex 1 management Review activity plan.

6.0 Revision List

Revision number	Supersedes revision number	Reviewers name	Reason for review
01	00	Sospeter Gachamba, George Ngundo	New based on ISO17025:2017
02	01	Sospeter Gachamba,	Revised schedule for management review and other modes of meetings other than physical meetings.

7.0 RECORDS

8.1 Minutes of management review meetings

8.2 Action Log frame

8.0 REFERENCES

- ISO/IEC 17025 2005. General requirements for the competence of testing and calibration laboratories
- EUROLAB Management Review Book - Doc No. 7.0

[illegible]

[illegible]