

# Annual Management Review

## 1. Purpose

This procedure details the process for an annual review of the management system for medical devices and decontamination practices to ensure their suitability and effectiveness.

## 2. Responsibilities

- the Manager/User arranges, chairs and reports on the annual review meeting;
- the Review meeting is attended by
  - Decontamination Lead;
  - Authorising Engineer (Decontamination), AE(D);
  - Senior management such as the Estates Manager;
  - Infection Control Manager;
  - Others as invited.

## 3. Procedure

- schedule an annual meeting inviting the attendees listed above. Set the meeting agenda to address the following:
  - customer complaints/non-conformance records;
  - preventive actions;
  - supplier performance;
  - operation of the system since the previous review;
  - staff training needs and training programme;
  - process performance and product conformity;
  - follow up actions from previous management review;
  - new or revised regulatory requirements, policy or guidance;
  - internal and external audit reports.

Attendees review and discuss the agenda items and identify appropriate actions.

#### Meeting output

- the User sets specific objectives and reviews the achievement of previously set objectives. Where objectives have not been achieved, the attendees determine appropriate actions in order that these objectives are attained. The User files the minutes of the review meeting.

The User produces the minutes of the review meeting that detail as applicable:

- improvements needed;
- any resources required;
- the name of the person responsible for the implementation of any recommendations;
- the action plan and date(s) of completion.