

MANAGEMENT REVIEW MINUTES OF MEETING

Date: August 9, 2017	Management Review No.: 2
Time: 9:30 am – 11:00 am	For the period covering: February – July 2017
Venue: Calamba Water District 2 nd Floor Warehouse	Re: Quality Management System (ISO 9001:2015)

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Attendees:

	Section/Department	Name	Signature
1.	Top Management	Engr. Restituto Sumanga Sr.	
2.	DCC / Operations	Ethel Paderes	
3.	IQA	Engr. Joselito Gillera	
4.	Commercial	Ronnie Sierva	
5.	Purchasing	Geraldine Manguiat	
6.	Warehouse/ Motorpool	Emmanuel Salvador	
7.	HR	Gregoria Olea	

Agenda/Minutes of Meeting Results:

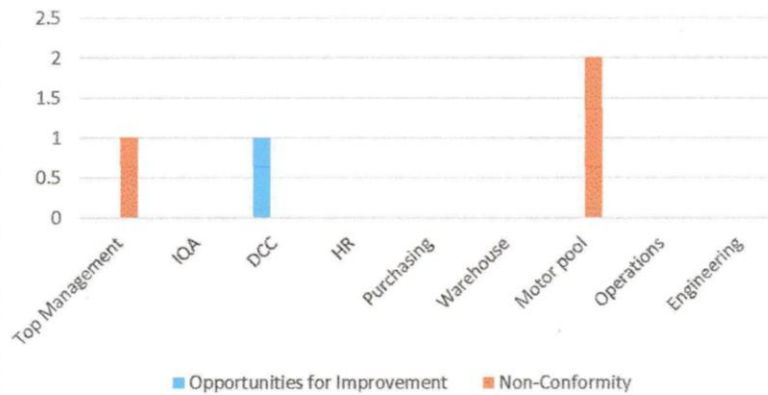
Required Inputs as per ISO 9001:2015 Standard	Current Status of the Company as of the time of Review																				
a) the status of actions from previous management reviews	a. all done																				
b) changes in external and internal issues that are relevant to the quality management system	b. N/A																				
information on the performance and effectiveness of the quality management system, including trends in:	<p>1.) customer satisfaction and feedback from relevant interested parties</p> <p>2.) the extent to which quality objectives have been met - Quality Objectives have been consistently met by each Department as follows: (see OTP)</p> <table border="1"> <thead> <tr> <th>SUMMARY OF DEPARTMENTAL OBJECTIVES</th><th>STATUS</th></tr> </thead> <tbody> <tr> <td>TM – Zero (0) Customer Complaint</td><td>0</td></tr> <tr> <td>DCC – 100% implementation of effective document filing system thru files labeling of all folders and records for Y2017.</td><td>100%</td></tr> <tr> <td>IQA - 100% conduct of Annual Audit Plan for Y2017.</td><td>100%</td></tr> <tr> <td>HR - 100% implementation of listed training as reflected on Annual Training Plan for Year 2017</td><td>100%</td></tr> <tr> <td>PUR - 100% purchase of materials needed for the Y2017.</td><td>100%</td></tr> <tr> <td>WSE - 100% readiness of warehouse supplies thru replenishment program for Y2017</td><td>100%</td></tr> <tr> <td>MOT - 100% conduct of Preventive Maintenance Program for Y2017</td><td>50%</td></tr> <tr> <td>OPN – 100% conduct of parallel test for bacteriological test</td><td>100%</td></tr> <tr> <td>ENG – 100% conduct of blow off</td><td>100%</td></tr> </tbody> </table> <p>3.) process performance and conformity of products and services</p> <p>4.) nonconformities and corrective actions – There was no nonconformance reported from the results of the internal audit that was conducted last: July 18 & 19, 2017 as follows:</p>	SUMMARY OF DEPARTMENTAL OBJECTIVES	STATUS	TM – Zero (0) Customer Complaint	0	DCC – 100% implementation of effective document filing system thru files labeling of all folders and records for Y2017.	100%	IQA - 100% conduct of Annual Audit Plan for Y2017.	100%	HR - 100% implementation of listed training as reflected on Annual Training Plan for Year 2017	100%	PUR - 100% purchase of materials needed for the Y2017.	100%	WSE - 100% readiness of warehouse supplies thru replenishment program for Y2017	100%	MOT - 100% conduct of Preventive Maintenance Program for Y2017	50%	OPN – 100% conduct of parallel test for bacteriological test	100%	ENG – 100% conduct of blow off	100%
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Internal Audit



Areas/Processes	Opportunities for Improvement	Non-Conformity
Top Management	0	1
IQA	0	0
DCC	1	0
HR	0	0
Purchasing	0	0
Warehouse	0	0
Motor pool	0	2
Operations	0	0
Engineering	0	0
Total	1	3

5.) monitoring and measurement results –

6) audit results – Below are the results of the internal audit
Below table is to track the yearly performance of our established QMS:

Areas/Processes	2017		2018		2019	
	OFI	NC	OFI	NC	OFI	NC
Top Management	0	1				
IQA	0	0				
DCC	1	0				
HR	0	0				
Purchasing	0	0				
Warehouse	0	0				
Motor pool	0	2				
Operations	0	0				
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7) the performance of external providers
Suppliers were evaluated in accordance to the set criteria.
Below are Results of Evaluation of Suppliers:

Supplier	Rating	Decision
Abacus Book and Card Corp./ National Bookstore	14	Retain
Maya Bookstore and Gift Shop	14	Retain
Silicon Valley	14	Retain
Uptown Industrial Sales, Inc.	14	Retain
The Analyst Supply House	13	Retain
Belman Laboratories	13	Retain
Keylargo Industrial Sales	15	Retain
Philippine Valve Manufacturing Company	13	Retain
Kim Kat Enterprises	15	Retain
Calamba Allied Industrial Corp.	14	Retain
Face Electrical Services	15	Retain
Aluminates Metering Supply Co. Inc.	14	Retain
Applied Systems Manufacturing Corporation	14	Retain
Uni-field Ents. Inc	14	Retain
MHECO	13	Retain
Jedaric	15	Retain
Chemical Research	14	Retain
Makati Foundry Inc.	14	Retain

Excellent	Very Satisfactory	Poor
0	18	0

d. the adequacy of resources;	Existing Resources were utilized for the implementation of QMS such as assigning QMS related positions to handle DCC and IQA. Other resources such as office supplies, provision of trainings, work environment organization and other needs were provided by the Top Management for the goal of achieving QMS certification and compliance to ISO 9001:2015 requirements.
e. the effectiveness of actions taken to address risks and opportunities	Actions Taken to address risks and Opportunities are stated on the RISK REGISTER (Please Refer to Risk Register Records)
f) Opportunities for improvement.	On the course of the certification, there are of course weak areas on processes that have been identified during the internal audit. Below are as follows: 1. Some Personnel are not following the set form requirement (control number, specifications, use of forms) 2. Some Personnel are not aware of other QMS requirements 3. Some Personnel are not yet confident in completely identifying and controlling all applicable risk and opportunities to their processes

The outputs of the management review shall include decisions and actions related to:

Doc. Ref: CWD-QF-TM-003

Revision No.: 00

Effectivity Date: Dec. 28, 2016

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a) opportunities for improvement -	Recommendations for the Opportunities for Improvement: 1. Continuously seek for knowledge through self-development by reviewing of related procedures and participation on ISO activities 2. Ensure consistency on the use of forms and be familiar with ISO standard requirements 3. Conduct review of Risk Management Process and Risk Register familiarization
b) any need for changes to the quality management system;	b) any need for changes to the quality management system – need changes for the QMS were as follows: 1. Continuous training for all Personnel relative to QMS 2. Promote commitment for continual improvement through checking and validating records before filing/safekeeping for accurate traceability of QMS records
c) resource needs.	c) Resource Needs: 1. Time Allocation 2. Budget for QMS need for resources 3. Availability of Personnel

Item #	Recommendations for Improvement	Person In-Charge	Target Date of Completion	Status	Date of Follow-up	Next Follow-up	Status
1.	Continuously seek for knowledge through self-development by reviewing of related procedures and participation on ISO activities	All Employees		Ongoing		Next Management Review	
2.	Ensure consistency on the use of forms and be familiar with ISO standard requirements	All Employees		Ongoing		Next Management Review	
3.	Conduct review of Risk Management Process and Risk Register familiarization	All Employees		Ongoing		Next Management Review	

[Signature]
 Minutes of Meeting Taken by:
 (Name & Signature)
 DCC