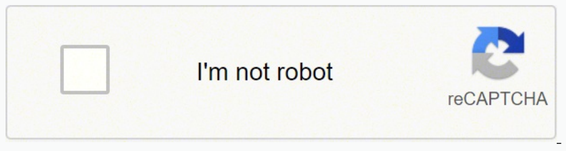
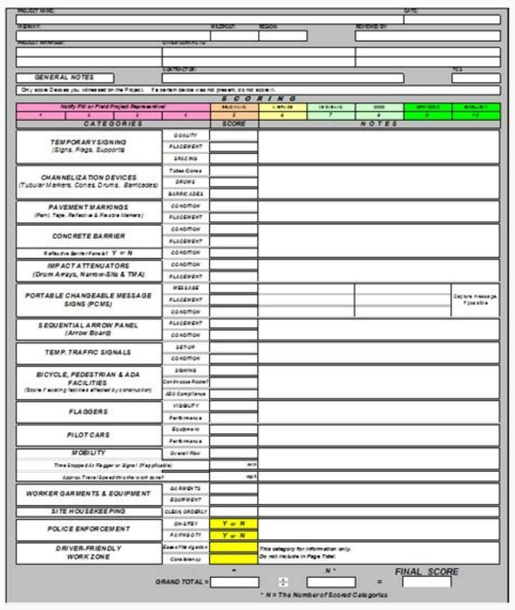


Next

Quality management system review template



PROJECT NAME				DATE
AGENCY		RESPONSE	REGION	REVIEWED BY
PROJECT MANAGER	OTHER CONTACTS			
GENERAL NOTES	CONTRACTOR			YES

Only score Devices you witnessed on the Project. If a certain device was not present, do not score it.

SCORING

Notify PM or Field Project Representative								
*	1	2	3	4	SATISFACTORY 3	2	1	UNSATISFACTORY 0

CATEGORIES		SCORE	NOTES
TEMPORARY SIGNING (Signs, Flags, Supports)	QUALITY		
	PLACEMENT		
	SPACING		
CHANNELIZATION DEVICES (Tubular Markers, Cones, Drums, Barricades)	Tubes/Cones		
	DRUMS		
	BARRICADES		
PAVEMENT MARKINGS (Paint, Tape, Reflective & Plastic Markers)	CONDITION		
	PLACEMENT		
CONCRETE BARRIER	CONDITION		
	PLACEMENT		
Reflective Sheet Panels? Y or N	CONDITION		
IMPACT ATTENUATORS (Drum Arrays, Narrow-Ells & TMA)	CONDITION		
	PLACEMENT		
PORTABLE CHANGEABLE MESSAGE SIGNS (PCMS)	MESSAGE		Capture message if possible
	PLACEMENT		
	CONDITION		
SEQUENTIAL ARROW PANEL (Arrow Board)	PLACEMENT		
	CONDITION		
TEMP. TRAFFIC SIGNALS	SET-UP		
	CONDITION		
BICYCLE, PEDESTRIAN & ADA FACILITIES (Score if existing facilities affected by construction)	SIGNING		
	Continuous Route?		
	ADA Compliance		
FLAGGERS	VISIBILITY		
	Performance		
PILOT CARS	Equipment		
	Performance		
MOBILITY	Overall Flow		
Time Stopped for Flagger or Signal (If applicable)		min	
Approx. Time/Size of the work zone		mile	
WORKER GARMENTS & EQUIPMENT	GARMENTS		
	EQUIPMENT		
SITE HOUSEKEEPING	CLEAN, ORDERLY		
POLICE ENFORCEMENT	ON-SITE?	Y or N	
	PATROLLING?	Y or N	
DRIVER-FRIENDLY WORK ZONE	Ease of Navigation		This category for information only. Do not include in Page Total.
	Cone Density		

GRAND TOTAL = ____ ÷ ____ * = FINAL SCORE

* N = The Number of Scored Categories

Employee evaluation form measuring intangible traits

As part of the performance-review process, supervisors can use the following questions to help quantify the intangible qualities of their employees.

PLANNING
1. Does the employee set verifiable short- and long-term goals?
2. Are the employee's goals in tune with company needs?
3. Does the employee's planning show sound assumptions reflecting the company's goals and resources?
4. Does the employee typically achieve the expected results?

ORGANIZATION
5. Is the employee aware of what is going on in his or her department, including who is doing what?
6. Does the employee know what the department can do in an emergency?
7. Does the employee do a good job of delegating work according to subordinates' abilities?

INTELLIGENCE
8. Does the employee see relationships between facts and draw appropriate conclusions quickly?
9. Does the employee learn from experience?

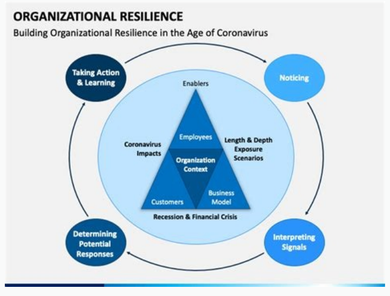
JUDGMENT
10. When confronted with an emergency, does the employee quickly recognize the most important priorities?
11. Does the employee appreciate the financial implications of his or her decisions?
12. Does he or she make decisions quickly, but not hastily?

INITIATIVE
13. Does the employee anticipate what has to be done?
14. Does the employee perform well in the absence of superiors?
15. Has the employee made original suggestions to improve operations?

LEADERSHIP
16. Does the employee explain rather than command?
17. Do people listen closely when he or she speaks?
18. Does the employee spell out the benefits of doing things his or her way?
19. Does he or she deal smoothly with unexpected developments?

Using RoboHelp (2017 release)

Adobe May 2, 2017



In order to comply with the documented information requirements, it is essential that all personnel understand what types of information that should be controlled and more importantly, how this control should be exercised. The management review meetings must address the possible need for changes to policy, objectives, targets, and other elements of the quality management systems (QMS).The management review process must ensure that the necessary information is collected ahead of time to allow management to effectively carry out this evaluation. The documented information that is mandatory under ISO 9001:2015 includes both documents and records of different types, which will be discussed in more detail in the next section. A few of these steps require detailed records to be kept, and are referred to in this list of records as design and development planning, inputs, controls, outputs, and changes. The rest of the records that are required within the documented information clause cover a wide range of processes and functions throughout the business. Confirm that documented information is reviewed and approved for suitability and adequacy. 7.5.2 Creating and Updating 4.2.3 Control Of Documents This requirement is comparable to the requirements from ISO 9001:2008 Clause 4.2.3 – Document Control 7.5.3 Control Of Documented Information 4.2.4 Control Of Records This requirement is comparable to the requirements from ISO 9001:2008 Clause 4.2.4 – Control of Records. Documents that you use as a business should have clear document control. Typical outputs might include: Process improvement actions (including preventive actions) QMS improvement actions Product improvement actions Resource provision actions Revised business plans and budgets Changes to quality objectives and policies Management meeting minutes Management review meeting minutes should be retained as documented information for the quality management system. Individuals and their line managers should be responsible for the information that they create, as well as being responsible for their retention and disposal in line with legislative requirements and organizational needs. With both documents and records being included under the term "documented information", there are plenty of ways for compliant businesses to understand the position they are currently in while working to improve it at the same time. Knowledge exists in skilled workers, more senior colleagues should be encouraged transfer their knowledge and skills to other workers in order improve their skills. You will already be used to doing this. The document control procedure must clearly define the scope, purpose, method and responsibilities required to implement these parameters. There are many different types of quality management systems that each have their own abilities, advantages, and disadvantages. What do you mean by "Benchmarking against competitors"? Documented information can be in any format and media and from any source. Throughout this entire process, the company personnel are required to write down their progress and any changes that are taking place in any way that they choose. Check the contract with the Client, they may well specify how long to retain project records, maybe refer the query to your Contracts/Commcercial Manager. Overcoming this obstacle includes the utilization of software programs that help optimize workflows and paperwork retention processes.Be Careful Not to Become Too AutomatedThe goal with QMS is to have effective automation that improves company morale, productivity and much more. In addition, a quality manual is no longer required in order to be compliant with this set of regulations. For this specific category of records, the ISO 9001 regulations do not specify what type of records must be kept during these stages. Auditors should expect to evidence the same outputs from management reviews as ISO 9001:2008 Clause 5.6.3, however, they should note that the results of management reviews can now be held in any format that the organization chooses. For the simplest explanation of what this means in terms of ISO 9001, you can think of it as documents and records together. In short, these records are kept throughout the stages of development of a product from start to finish. The most commonly used QMS methods used include continuous quality improvement (CQI), Six Sigma, standardized systems and total quality management (TQM). Learn More Could you please explain and give some examples for such a record? The certification process must be performed and granted by a third party, since ISO does not issue certificates at all. Does ISO Provide Certification to Businesses? The Nonconformity and Corrective Action record will help the management of the company keep track of the employees who are not complying with the ISO 9001 regulations, and should outline their plan of action in order to correct the mistakes. All the Inputs and Outputs are covered in our Management Review Template. Your organization must control the documented information required by the QMS. They simply create the international standards for all companies to choose to become compliant with. are all examples of 'documented information'. Other vital information about customer satisfaction and employee competency are also required to be recorded. The documented information that is discussed in ISO 9001 is also defined as the vital information that must be kept and evaluated periodically. A robust document control process invariably lies at the heart of any compliant management system; almost every aspect of auditing and compliance verification is determined through the scrutiny of documented information. With such vague specifications, there is a lot more to be said about this concept. An effective management review process should focus on the following inputs: Risks and opportunities (Clause 6.1) Possible changes that might affect the system (Clause 6.3) External provider and suppliers performance (Clause 8.4) Customer satisfaction and perception (Clause 9.1.2) Audit results (Clause 9.2) Nonconformity and corrective actions (Clause 10.2) 9.3.3 Management Review Outputs (Minutes/Actions) All management reviews must be documented. This is to prevent anyone just using documents that they see fit. You may decide to have stand-alone management reviews or combine it with other business activities, e.g. strategic planning, business planning, operations meetings, process reviews/councils, customer requirements or functional reviews. Individuals and their line managers should be responsible for the documents and records that they create, as well as being responsible for their retention and disposal in line with legislative requirements and organizational procedures and practices. 9.3.2 Management Review Inputs (Agenda) The management review process must ensure that necessary information is collected ahead of time (an audit checklist can help here) to allow management to effectively perform the review. I do not understand fully what you mean by "Information necessary to support the operation of QMS processes". It isn't uncommon for a company's earnings to skyrocket with the proper implementation of QMS. All in all, the documented information clause of the ISO 9001 is meant to help a company organize all of the vital documents and records that make the business run smoothly. It also expects a clear format and for it to be approved. Management review outputs are intended to improve

your business; certification body auditors will look for evidence that this is being achieved for international standards. Combination of documents and records into one term Documents - maintain information Records - retain information What are the ISO 9001 documented information requirements? The management review should include representation from Top Management, functional managers, facility managers, line managers, process owners, process users and action owners. Generally, retain commcerical and contractual documents (or document that show the contract was completed to requirements) for up to ten years depending upon your defect liability period. In the most recent and up to date version of ISO 9001:2015 there is a total of 10 clauses. Ensure that the organization's management system includes documented information required to be maintained and retained by ISO 9001:2015, and the documented information identified by the organization to demonstrate the effective operation of its QMS as defined below. If any corrective action or preventive actions must be taken, the management team should follow up to ensure that the action was effectively implemented. The records portion of the documented information clause, on the other hand, is very lengthy. In previous versions of ISO standards, the terms “documents” and “records” were formally used to refer to the important information and data that exists within a company. It is not a mandatory requirement to document the management review process for achieving ISO 9001:2015 certification, however, we find it useful for the business and recommend you develop and implement a Management Review Procedure that defines: Management review responsibilities - at what level of management, senior manager, facility manager etc. Does not require procedures Does not require a quality manual Requires both documents and records of different types Contrary to the previous version of ISO 9001 that was released in 2008, the current standards do not require any specific procedures when it comes to documented information. Demonstrate the organization's arrangements for document retention e.g. organization/legal/contractual retention periods, storage, preservation, back up, retention of knowledge, disposal, obsolescence e.g. withdrawal, replacement, legacy archive and suitable identification (‘for information only’, ‘not to be used after….’, ‘uncontrolled copy’, ‘for reference purposes only’, etc. Describe how the organization protect electronic data, e.g. security policy, system access profiles, password rules, storage and back-up policy including protection from loss, unauthorized changes, unintended alteration, corruption, physical damage Access can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information. The main reason is that there are tangible gains through productivity, increased effectiveness through the use of resources in the company, repeat business occurs through company loyalty, turnover rates reduce through heightened employee morale, company growth is encouraged through challenging goals, and it’s possible to track deficits using monitoring systems.Managing Quality for Different BusinessesBecause every business has a different set of beliefs, goals, products and values, it’s essential for quality management systems to reflect and embrace these differences. In the previous version of ISO 9001:2008, there were only 8 clauses in the entire document, with clauses 4-8 being mandatory for certification. The Project that I am gong to work in will be completed in 2 years. What is the Last Step in ISO 9001 Registration? Find out what other construction companies are doing and measure your QMS performance against theirs, get ideas for improvement from sharing knowledge with others. How can I evaluate performance and effectiveness of my QMS? ISO 9001:2015 ISO 9001:2008 Summary of Changes 7.5 Documented Information 4.2 Documentation Requirements Title only. For example, if you know what to watch out for, you’ll be more successful with your QMS strategy. For larger businesses this is really important so that documents are used properly and changes that have been incorporated for the good don’t get lost when someone else doesn’t understand them or removes them. Information to support the operation of QMS processes – you should be maintain – keeping the information live and accurate like a risk-register, and then retaining the risk-register at the end of the project to evidence how risk were dealt with. 7.5.1 General 4.2.1 General No change. Related Questions How Many Clauses Are There in ISO 9001? In cases such as these, you’re automating yourself into a mess because the QMS isn’t being done correctly. MAINTAIN the Documented Information Required for ISO 9001 Maintain the following documented information by keeping it up-to-date and relevant to the QMS: In short, these documents display the information about the processes of the company regarding how they are currently running and how they will run in the future. However, only clauses 4-10 are required in order to be considered compliant. “Information necessary to support the operation of QMS processes” appears under both titles of “maintain” and “retain”. Operational procedures, work instructions, flow charts, process maps, signs, placards, container markings, labels etc. The organization needs to determine the level of documented information necessary to control its QMS. It is up to your organization to set the format, frequency and intervals of the management review meetings, but it must be defined in the QMS or related documented procedure for ISO certification. MORE FROM QUESTIONSANSWERED.NET The management review process requires Top Management to periodically review the Quality Management System to ensure its continuing suitability, adequacy, and effectiveness while addressing the possible need for changes to quality policy, objectives, targets and other elements of the QMS. So, what should be the retention periods for my Project? The documented information that is required to meet ISO 9001 standards includes a variety of both documents and records. It’s essential that you research which one is best for your company, weigh the pros and cons and determine which will best fit your overall objectives.What Is the Biggest QMS Obstacle?Just as there are many benefits to QMS, there are also drawbacks. Information to support the operations of QMS processes might include Audit Reports, Corrective Reports, Nonconformity/defect reports, management review records, inspections and monitoring records. Departmental managers should always be responsible for promoting good documented information practices in their area whilst supporting overall compliance to the requirements. Page 2 The term “documented information” in ISO 9001 refers to all of the important information within a business that must be kept organized and controlled. Aim to do a management review at least once a year or more often if appropriate. As your organization’s QMS increases in its effectiveness and efficiency (using corrective and preventive actions and audit findings), your processes performance and improvement process will likewise increase. The frequency of management reviews might be quarterly, six monthly or annually. With a total of 21 records that are required, this section of documented information gets into detail about almost every aspect of the business. Observations, conclusions, and recommendations for further necessary action from the review must be recorded. Is it by mistake? Or, what? 7.5.1 General The terms ‘documented procedure’ and ‘record’ used in ISO 9001:2015 have both been replaced by the term ‘documented information’, which is defined as information required to be controlled and maintained by an organization, as well as the medium on which it is contained. The documented information process should define the scope, purpose, method and responsibilities required to implement these parameters. What do you mean by “Capturing knowledge that exists within the organization, e.g. through mentoring, succession planning”? Therefore, proceed with caution and use the tools to organize, as well as make your everyday duties easier. ISO certification is not actually provided by the ISO themselves. Both of these methods of documenting information are equally as important, which is why they have been combined into one in the current ISO 9001 guidelines, now being recognized as just “documented information”. It should be noted that there is no need to maintain a documented procedure but organizations may still chose to operate one. Companies that are looking for ways to experience less waste and better productivity would benefit from the use of a quality management system (QMS). ISO standards state the frequency or intervals of reviews must be defined in the QMS by the Management Team. 7.5.2 Creating and Updating You should seek to confirm that when documented information is created or updated, your organization has ensured that it is appropriately identified and described (e.g. title, date, author, reference number). In other words, there is no specific document that must be filled out during the product development stages, as long as all of the necessary information is recorded. You should seek to confirm that when documented information is created or updated, your organization has ensured that it is appropriately identified and described (e.g. title, date, author, reference number). However, some companies have difficulty implementing them due to the complexity of these systems. In other words, a document can be thought of as a sheet of paper with blank fields for certain types of data or information. A robust document control process lies at the heart of a quality management system; almost every aspect of auditing and compliance verification is determined through the scrutiny of documented evidence. A suitable process must be implemented to define the controls needed to; approve, review, update, identify changes, identify revision status and provide access. Will you please explain with some examples? Little and often is best; there is nothing to say that you have to go through the full agenda each time, nor is there any need to duplicate effort if you cover certain aspects as part of other management meetings. Departmental managers should always be responsible for promoting good document and record management practices in their area whilst supporting overall compliance to the document control procedure. It must be in an appropriate format (e.g. language, software version, graphics) and on appropriate media (e.g. paper, electronic). If any corrective action must be taken, Top Management should follow up to ensure that the action was effectively implemented. Retain the following documented information as evidence of process compliance: Evidence of fitness for purpose of monitoring and measuring resources (7.1.5.1) Evidence of the basis used for calibration of the monitoring and measurement resources (7.1.5.2) Evidence of competence of people doing work under the control of the organization that affects the performance and effectiveness of the QMS (7.2) Documented information required by the QMS (7.5.1b) Results of the review and requirements for the products and services (8.2.3) Records to demonstrate compliance with design and development requirements (8.3.2) Records of design and development inputs (8.3.3) Records of the activities of design and development controls (8.3.4) Records of design and development outputs (8.3.5) Design and development changes, including the results of the review and the authorization of the changes and necessary actions (8.3.6) Records of the evaluation, selection, monitoring of performance and re-evaluation of external providers and any actions arising (8.4.1) Evidence of the unique identification of outputs when traceability is a requirement (8.5.2) Records of property of the customer or external provider that is lost, damaged or non-conforming and of its communication to the owner (8.5.3) Results of the review of changes for production or service provision, the persons authorizing the change, and necessary actions taken (8.5.6) Records of authorized release of products for delivery to the customer including acceptance criteria and traceability to the authorizing person(s) (8.6) Records of non-conformities, actions taken, concessions and the identity of the authority deciding the action in respect of the nonconformity (8.7) Results of the evaluation of the performance and the effectiveness of the QMS (9.1.1) Evidence of the implementation of the audit programme and the audit results (9.2.2) Evidence of the results of management reviews (9.3.3) Evidence of the nature of the nonconformities and any subsequent actions taken (10.2.2) Results of any corrective actions (10.2) As mentioned in the previous section, the records are meant to retain specific information about the company. I do not understand “Process Monitoring Records”. Measuring Management Review Effectiveness The management review process can be measured by assessing the effectiveness of key decisions/outputs; e.g. budgetary changes, forecasts, revised resources plans or changes to the quality policy or objectives. There are 4 live documents and 21 records that are needed in order to be compliant with these guidelines, all of which are listed below. Customer feedback, audit findings & audit results (using a gap analysis tool or internal audit checklist), as well as Internal and external issues should be discussed by the management team; processes performance, quality objectives, preventive actions, recommendations for improvement - and their potential effect on the strategic direction of the organization. Internal Minutes from previous management reviews The policies, objectives and targets Results of QMS and process audits The extent to which objectives and the numeric targets were met Assessment of risk management actions External New or proposed legislation or regulations External providers and suppliers performance Changing expectations/requirements of relevant interested parties (customer feedback, customer requirements) New or modified activities, products, or services Advances in technology and science Changing market preferences of buyers All management reviews must be documented. How Do You Determine “Retention Period”? In doing so, you could see that it’s impossible to find documents because they’ve become altered, schedules aren’t going out on time, and procedures aren’t working as they should. It is basically a combination of: If you have taken the time to read through the ISO 9001 requirements, you might have looked twice at the term “documented information”. When a company is compliant with the ISO 9001 regulations, they will be able to efficiently keep track of daily operations, finances, employee training, product development, and much more. The final step in registration leading up to the granting of certification is an external Certification Audit to confirm that the operational standards of the company are active and effective. How Often Should We Schedule A Management Review? These records include information about the QMS processes, resources, and measurement traceability. An organization must control the documentation required by the quality management system and that a suitable document control procedure must be implemented to define the controls needed to; approve, review, update, identify changes, identify revision status and provide access. You should evaluate the performance and effectiveness of the QMS by internal auditing, reviewing performance indicators and taking corrective action when performance reduces. Process Monitoring Records are those records which atest to ongoing inspections for construction works and the processes used to complete the works, e.g. daily site inspections, test reports, electrical wiring tests, certificates of conformity for materials, material inspections, audit reports, commission test reports and records, etc. The document is the blank paper, but it will become a record when a manager or employee fills it out. In the current ISO 9001 guidelines that were most recently released in the year 2015, these terms have changed, and been combined under the same category of “documented information”. Legal & Compliance Records refer to documents that are required by law, e.g. method statements to comply with H&S requirements, evidence of complying with planning and environmental restrictions. How's Best to Document the Management Review Process? The purpose and final outcome of the management review should be continual improvement of the quality system (QMS) using recommendations for improvement. Here I will be going over what ISO 9001 really means by documented information and everything else you would need to know about the topic. One of the most significant drawbacks and time-wasters is document control. Determine and evaluate quality system (QMS) performance Determine the need for change and improvement, recommendations for improvement Determine the suitability of the policies and the objectives The purpose and final outcome of the management review should be continual improvement of the QMS & quality manuals. So, if a company would like to document this information in sketches or write an instructional manual of how to operate the product, these records will be adequate. Why Perform Management Reviews? With this in mind, it becomes apparent that the on-going maintenance of an efficient document management system must not be overlooked. When it comes to the design and development of a product, there is a detailed process outlined in ISO 9001 with a total of 7 steps. Records are usually retained for long periods of time, while documents hold data that is maintained and frequently updated or added to. Expressed as a framework that organized as policies, procedures, processes, methods, resources, techniques, quality management systems and structures by which the company ensures the schedules, contracts, responsibilities, agreements and relationships are on par with food, product safety, and environmental standards.Even though quality management system implementation doesn’t specifically focus on how to raise a company’s profits, the use of these strategies often does increase the bottom line. In order to comply with the document control clause, it is essential that all personnel understand: what type of documents should be controlled how this control should be exercised To get the most out of your document control procedure it must communicate the steps necessary to ensure that staff and other users of the organization’s documentation understand what they must do in order to manage that information effectively and efficiently. Demonstrate the organization's arrangements for controlling documented information required by ISO 9001 and your organizations own requirements, including: Availability e.g. document accessibility (hard copy, electronic media), readily available at the point of use; Suitability e.g. format, media suitable to the environment, ease of understanding, language, interpretation; Protection e.g. document authentication, document markings (official, secret, restricted, confidential, private, sensitive, classified, unclassified), access controls (individual, role specific), Physical security (master documents, server rooms, libraries) IT security (User ID, password, servers, download, back up, encryption, ‘read only’, ‘read/write’), protection from corruption and unintended alterations. Management review scheduling Management review inputs (agenda) Management review outputs (minutes, actions) What Should Be Reviewed? With that in mind, here are quality management systems at a glance.What is a Quality Management System?The implementation of a quality management systems means a company is collection functions and business processes that are aiming toward the consistent improvement of quality to ensure customer requirements and expectations are either exceeded or met. For instance, they must always monitor how many resources they are intaking and outputting in order to keep track of sales and inventory. ‘Access’ can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information. The competence records will indicate the company personnel’s compliancy with the ISO 9001 regulations as individuals, with frequent updates on the status of competency. Could you please explain and give some examples for “Legal & Compliance Records”? To get the most out of your documented information process, it must communicated to ensure that staff and other users of the documentation information understand what they must do in order to manage that information effectively and efficiently. However, it’s possible to become too automated. From the time when the product is planned out and the functions and uses are defined to the first prototype and any changes that need to be made, everything is written down and kept as a record for future reference. As your organization’s quality management systems increases in its effectiveness and efficiency, your environmental management performance will likewise increase. It seems slightly unnecessary when you are a SME as there may be a very small team or even one of you. Use the Clause reference in the table to relate the document back to what the standard requires. Check the contract with the Client, they may well specify how long to retain project records.

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