



ZIBU Health Institute

SOP for Management Review

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SOP FOR MANAGEMENT REVIEW

Purpose

To ensure top management periodically reviews the Quality Management System for continuing suitability, adequacy, and effectiveness.

Scope

Applicable to the overall Quality Management System of ZIBU Health Institute.

Procedure

Step 1: Scheduling

Conduct management review meetings at least twice per year.

Step 2: Input Collection

Gather internal audit results, complaint and CAPA status, feedback from students, mentors and clients, process performance data, and resource needs.

Step 3: Review Meeting

The Managing Director chairs the meeting with the Quality Management Cell and relevant department heads to review the inputs.

Step 4: Decisions & Actions

Document decisions on improvement opportunities, resource needs, and any changes to the Quality Management System.

Step 5: Communication

Communicate meeting outcomes to relevant staff and stakeholders.

Step 6: Documentation

Record minutes of the meeting and maintain them as controlled records.

Responsibility

Managing Director and Quality Management Cell.