



# KENYA FOREST SERVICE

**DOCUMENT TITLE:**  
MANAGEMENT REVIEW  
MEETING

**REF NO:**KFS-MRM-003

**ISSUE NO:** 2

**REVISION NO:** 1

**PAGE:**1 of 6

## ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	Quality Management Representative	10 <sup>th</sup> June 2010
2	Changes Done to conform to ISO 9001:2015 standard	Quality Management Representative	31 <sup>st</sup> May 2018

## REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	QPM	Quality Policy Manual
2	QPM-5	Management Responsibility
3	PM	Procedure Manual
4	WI	Work instructions

## COPY HOLDERS

1	Chief Conservator of Forests
2	QMR

## RECORDS/ANNEXES

REC. NO	REC. TITLE
	Management Review Meeting Notification
	Schedule of Management Review Meetings
	Minutes of the Management Review Meeting

**PREPARED BY:** QMR

**APPROVED BY:** CCF



# KENYA FOREST SERVICE

**DOCUMENT TITLE:**  
MANAGEMENT REVIEW  
MEETING

**REF NO:KFS-MRM-003**

**ISSUE NO: 2**

**REVISION NO: 1**

**PAGE:2 of 6**

## TABLE OF CONTENT

ISSUE HISTORY .....	1
REFERENCED DOCUMENTS .....	1
COPY HOLDERS .....	1
RECORDS/ANNEXES .....	1
1. TERMS AND DEFINITION.....	3
2. SCOPE .....	3
3. PURPOSE.....	3
4. OBJECTIVE .....	3
5. RESPONSIBILITY AND AUTHORITY .....	3
6. INPUTS AND OUTPUTS.....	4
7. DETAILS OF PROCEDURE.....	5
8. PROCESS FLOW CHART .....	6

**PREPARED BY: QMR**

**APPROVED BY: CCF**



# KENYA FOREST SERVICE

**DOCUMENT TITLE:**  
MANAGEMENT REVIEW  
MEETING

**REF NO:KFS-MRM-003**

**ISSUE NO: 2**

**REVISION NO: 1**

**PAGE:3 of 6**

## 1. TERMS AND DEFINITION

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
QMR	Quality Management Representative

## 2. SCOPE

This procedure covers from preparation of the agenda for the Management Review Meetings to recording and distribution of the minutes of the meeting.

## 3. PURPOSE

This procedure defines and documents the necessary control measures to be followed for management review Meetings

## 4. OBJECTIVE

**NB: Refer to the performance contract.**

CSF	KPI	TARGET(S)	DUE

## 5. RESPONSIBILITY AND AUTHORITY

### 5.1. Chief Conservator of Forests


- 5.1.1. Chairs the Management Review Meetings.
- 5.1.2. Assigns tasks to the members of the Management Review Meeting.
- 5.1.3. Ensures that all actions requiring follow-up are carried out.

### 5.2. Quality Management Representative

- 5.2.1. Prepares the agenda.
- 5.2.2. Records and distributes the minutes

**PREPARED BY: QMR**

**APPROVED BY: CCF**

	<b>KENYA FOREST SERVICE</b>	<b>DOCUMENT TITLE: MANAGEMENT REVIEW MEETING</b>	
<b>REF NO:KFS-MRM-003</b>	<b>ISSUE NO: 2</b>	<b>REVISION NO: 1</b>	<b>PAGE:4 of 6</b>

5.2.3. Co-ordinates and follows up to ensure assigned tasks are carried out.

5.2.4. Convenes the Management Review Meetings using the Management Review Meetings notification form.

### **5.3. Members of the Management Review Meeting**

5.3.1. Attend and participate in Management Review Meetings.

5.3.2. Carry out tasks as assigned by the CCF

5.3.3. Members to include CCF, SDCCFs, DCCFs, senior manager, Manager, all heads of departments, Project Managers and Board Members if necessary.

## **6. INPUTS AND OUTPUTS**

### **6.1. Inputs**

6.1.1. Risks and opportunities

6.1.2. Possible changes that might affect the system

6.1.3. External provider and supplier performance

6.1.4. Customer satisfaction and perception Audit results

6.1.5. Non conformity and corrective actions

### **6.2. Outputs**

6.2.1. Process improvement actions

6.2.2. QMS improvement actions

6.2.3. Product improvement actions

6.2.4. Resource provision actions

6.2.5. Revised business plans and budgets


6.2.6. Changes to quality objectives and policies

6.2.7. Managemnt meeting minutes

**PREPARED BY: QMR**


**APPROVED BY: CCF**



	<b>KENYA FOREST SERVICE</b>	<b>DOCUMENT TITLE: MANAGEMENT REVIEW MEETING</b>	
<b>REF NO:KFS-MRM-003</b>	<b>ISSUE NO: 2</b>	<b>REVISION NO: 1</b>	<b>PAGE:5 of 6</b>

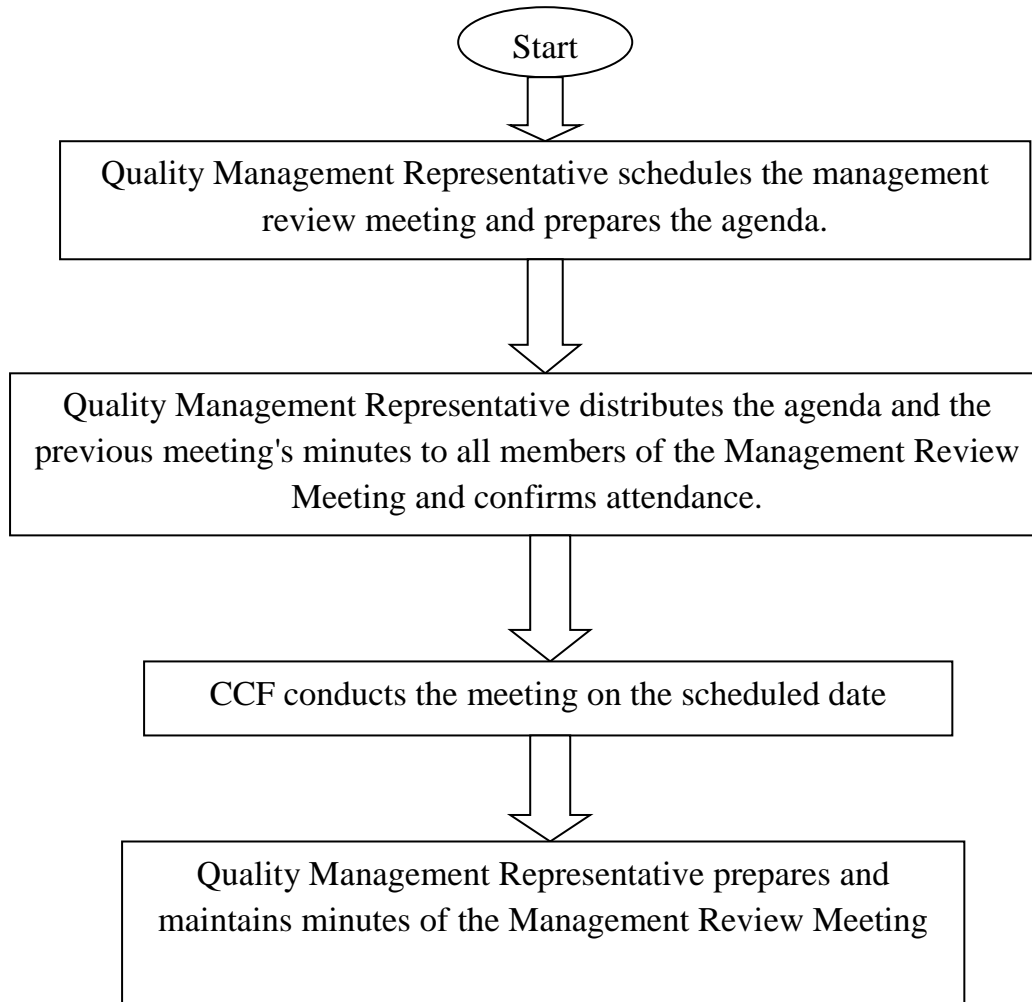
## 7. DETAILS OF PROCEDURE

- 7.1.1. The Quality Management Representative schedules the management review meetings, in consultation with the CCF, and prepares the agenda as per the meeting notification form.
- 7.1.2. The Quality Management Representative distributes the agenda and the previous meeting's minutes to all members of the Management Review Meeting, not later than one week before the scheduled date of the next meeting
- 7.1.3. The Quality Management Representative confirms attendance with all members one day before the meeting.
- 7.1.4. On the scheduled date the meeting is held and the CCF conducts the meeting ensuring that the agenda items are discussed.
- 7.1.5. The CCF assigns action items to the members during the meeting.
- 7.1.6. The Quality Management Representative prepares and maintains minutes of the Management Review Meeting as per the minute's format.

<b>PREPARED BY: QMR</b>	<b>APPROVED BY: CCF</b> 
-------------------------	---



**8. PROCESS FLOW CHART**



**PREPARED BY: QMR**

**APPROVED BY: CCF**