



Dryden Flight Research Center  
Edwards, California 93523

**DCP-X-015, Revision C-2**  
**Expires January 26, 2009**

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# **Dryden Centerwide Procedure**

## **Code X**

# **Management System Review**

**(With changes 08-11-08)**

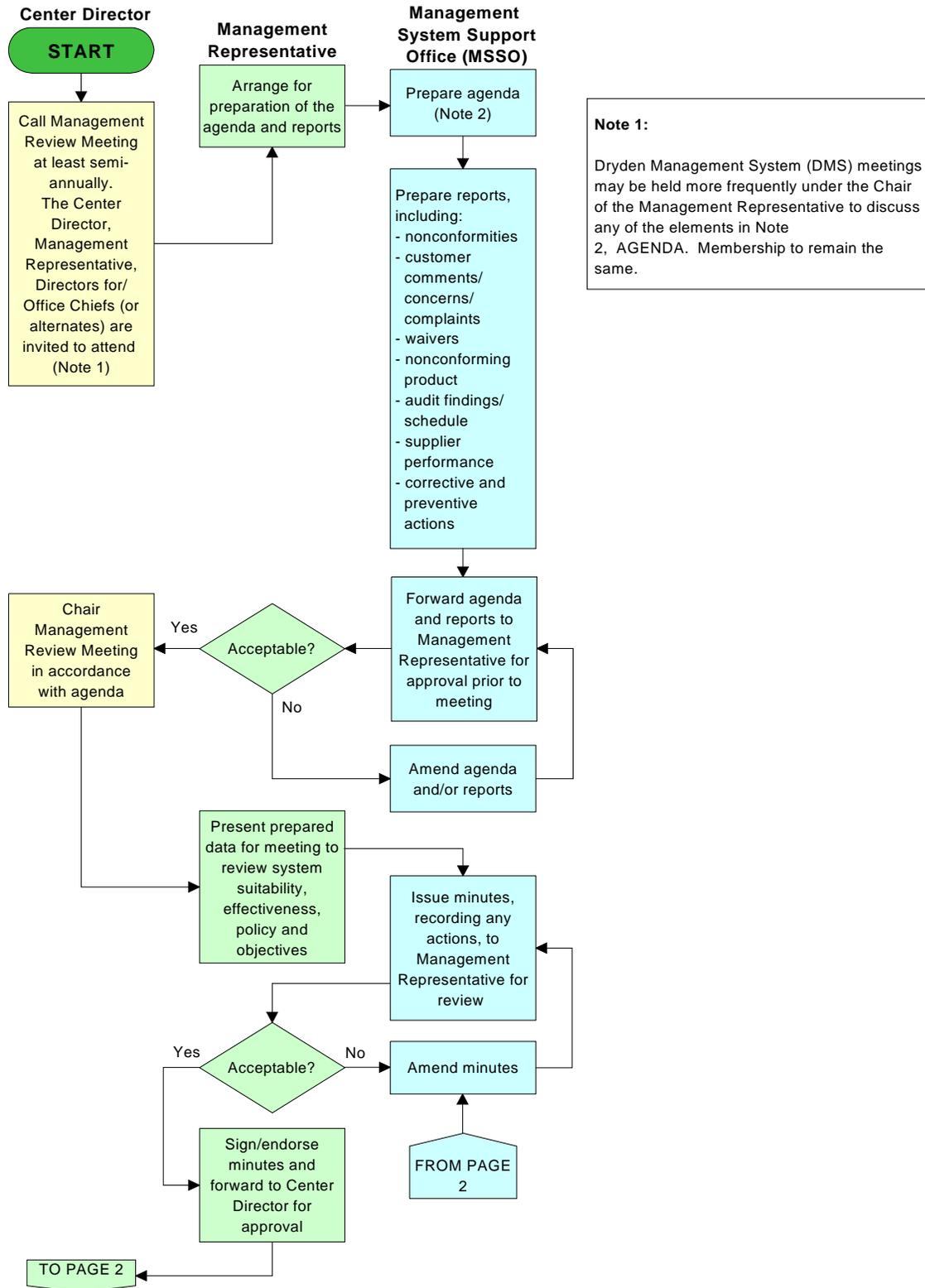
Electronically approved by  
Assistant Director for Management Systems

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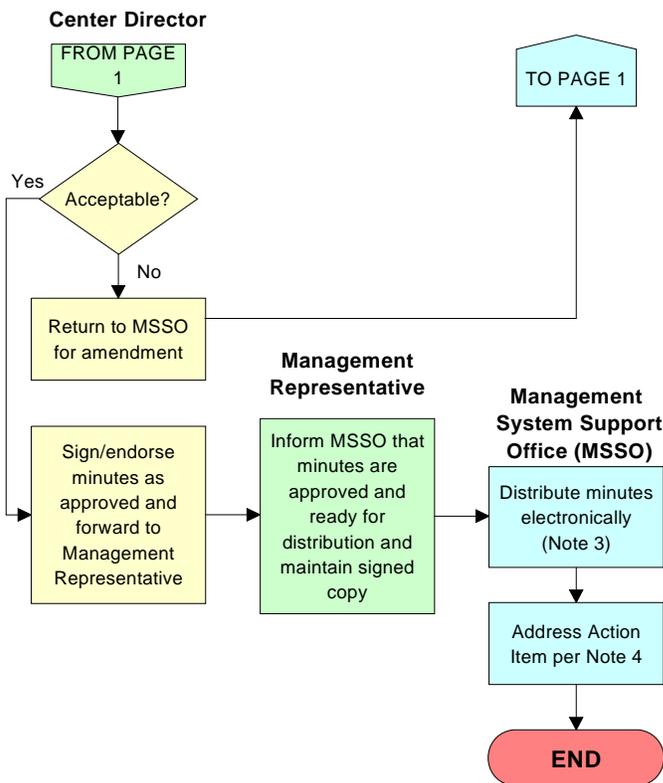
## 1.0 PROCEDURE OBJECTIVES & METRICS

<b>Objective:</b>	Conduct the Management Review of the Dryden Management System to ensure that it is appropriate to the current and continuing activities of Dryden Flight Research Center and its customers, conforms to the current requirements of ISO 9001, is being applied effectively, and that the Management System policy and supporting objectives are relevant.
<b>Metric:</b>	

## 2.0 FLOWCHART



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**Note 2:**

AGENDA

- 1 Minutes of previous meeting
- 2 Any actions from previous meeting
- 3 Review of management organization
- 4 Review of management authority/responsibilities/ Chapters
- 5 Results/trends in internal/external audits
- 6 Trends in - non-conformities
  - non-conforming product
  - customer complaints
  - waivers
- 7 Improvements/preventive actions/reviews/analysis of data
- 8 Future changes in operational activities/statutory requirements/legislation/regulations/market pressures which may have a bearing on the Management System
- 9 Conformance to the current requirements of ISO9001
- 10 The continuing suitability/effectiveness of the documented system, its records, the Management System policy and associated objectives
- 11 Any other relevant business
- 12 Meeting action summary
- 13 Date of next meeting

**Note 3:**

Distribute minutes to:

- Center Director
- Deputy Director
- Associate Director
- Associate Director of Planning
- Chief Engineer
- Chief Information Officer
- All Single Letter Codes
- Alternate Management Representative
- Core Team Members
- Attendees
- Management System Support Office Staff

**Note 4:**

1. From the minutes, log the new actions and closures into the Action Item Log.
2. Instructions for closing the action are noted on the Action Item Log under "Respond to: Comments." A tickler date is determined, generally three days prior to the action due date. If special instructions are necessary, document in the "Respond to: Comments" section.
3. One-page action sheet is printed and sent to the Actionee with a copy of the minutes, via Dryden internal mail or hand delivery.
4. A tickler file is kept by tickler date. On the tickler date, MSSO sends a reminder email (with verification of receipt notification) to Actionees who haven't responded. Comments, status, and extensions are noted on the Action Log under "Comments," at the far right of the log.
5. On the first business day of every month, MSSO will email to the Management Representative and the Alternate the Action Item Log File, updated with the status of all actions.

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**Document History Log**  
**IPP Review Date:**

This page is for informational purposes and does not have to be retained with the document.

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		01-15-99		
Revision	A	04-08-99	All	<ul style="list-style-type: none"> <li>• Changed title to 'Management System Review'</li> <li>• Changed approval block</li> <li>• Made minor modification to Notes 1 and 3</li> <li>• Made minor modification to the second block for Management Representative.</li> </ul>
Revision	B	07-08-99	All	<ul style="list-style-type: none"> <li>• Added " Management System Support Office (MSSO)" responsibilities</li> <li>• Modified responsibilities of the "Management Representative"</li> </ul>
Revision	C	09-18-02	All	<ul style="list-style-type: none"> <li>• Page 1: Added Directors For to Box one under Center Director</li> <li>• Page 2: Directed the second block under Center Director to MSSO last block on first page, "Amend minutes"</li> <li>• Page 2: Modified first block under MSSO to read "Distribute minutes electronically to attendees and one letter codes"</li> <li>• Page 2: Added second block under MSSO</li> <li>• Added new Note 3 and modified new Note 4 to reflect current way of doing business.</li> </ul>
Admin Change	C-1	06-11-08	All	<ul style="list-style-type: none"> <li>• Added notice stating the need for review and revalidation, revision, or cancellation</li> <li>• Added title page and expiration date</li> <li>• Changed format</li> </ul>
Admin Change	C-2	08-11-08	All	<ul style="list-style-type: none"> <li>• Extended expiration date</li> <li>• Removed notices citing need for review and revision</li> </ul>

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