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Purpose:

This procedure provides for formal management reviews of internal audits and other quality improvement activities within the Building Department.

Scope:

This procedure applies to all members of the Building Department Management Review Team.

Procedure:

1. Management Reviews are scheduled every six months or earlier at the discretion of the department director.
2. The Management Review Team (MRT) members are: the director, district architect, senior construction inspector, senior fire and safety inspector and the quality manager.
3. The quality manager establishes the agenda, takes minutes of the meeting and maintains records of all management review meetings.
4. Internal audits, external inspections, changes in workload, revision of current procedures and other quality improvement initiatives are to be included on the agenda.
5. The quality manager documents quality improvement tasks assigned to personnel as a result of agenda discussions. In addition, he/she will follow-up on target dates established for these tasks by the MRT.
6. The minutes of the meeting will be distributed to MRT members and posted on the Building Department website.