

Meeting Notice

Topic: Top Management Responsibilities
Date/time: Tuesday September 19th 7:30-9:00 a.m.
Location: **GREENPOINT Technologies**
A Zodiac Aerospace Company
4600 Carillon Point in Kirkland
(on the sixth floor of building 4000)

Purpose

To review the Top Management Responsibility requirements and prepare to provide objective evidence of acceptance of leadership responsibilities

Agenda

- Introductions
 1. Review rules for open discussion.
 2. Discussion of topics of interest to be reviewed.
 3. How is process ownership assigned? Is it assigned for each process and sub process?
 4. How are responsibilities and authorities to be documented?
 5. How can Top Management show that they have accepted the responsibility and authority for the effectiveness of the QMS?
 6. What does it mean to ensure that the quality policy and objectives are compatible with the context and strategic direction?
 7. Is it required to integrate accounting, marketing and HR processes with the QMS? Would a failure to do this become a nonconformance?
 8. How can management show that they promote a process based QMS that is integrated with risk based thinking?
 9. How can management show that they have engaged, directed, and supported personnel contribution toward ensuring the QMS effectiveness?
 10. What does it mean to support other relevant management roles to demonstrate managements leadership as it applies to their responsibilities?
 11. What are some topics that should be included in ongoing meetings?
- Adjournment

