Appendix 3 – Management Review Minutes

Attendants:						
[illegible]		Date and place of meeting				
Documents used for review:						
[illegible]						
Review item	[illegible]	Output	Responsible person:	[illegible]	Resources needed:	[illegible]
Quality Policy			CEO			
Environmental Policy			CEO			
IMS objectives			CEO		Defined in IMS objectives document	
Results of internal audits:			CEO, [job title]			
Results of external audits:			CEO, [job title]			
External parties announcements			CEO, [job title]			
Complaints from external			CEO, [job title]			

Commented [9A1]: Regular or Additional.

Commented [9A2]: [illegible]

Commented [9A3]: For example:
Quality policy is communicated to employees, available to public.

Commented [9A4]: [illegible] relevance.

Commented [9A5]: For example:
EMS policy is communicated to employees, available to public.

Commented [9A6]: [illegible] relevance.

Commented [9A7]: For example:
Quality objectives are met.

Commented [9A8]: For example:
[illegible]

Commented [9A9]: In case of non-conformities write here the corrective actions.

Commented [9A10]: For example:
External audit found minor non-conformities.

Commented [9A11]: [illegible] corrective actions.

Commented [9A13]: For example: speed up the response time on external parties complaints.

Commented [9A12]: E.g. All announcements have been [illegible]

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interested parties						
Customer and interested parties' feedback			CEO, [job title]			
[illegible]			CEO, [job title]			
Environmental performance			CEO, [job title]			
[illegible]			CEO, [job title]			
Previous Management review feedback			CEO, [job title]			
[illegible]			CEO, [job title]			
Compliance obligations			CEO, [job title]			
Inputs from Data Analysis Report			CEO, [job title]			
[illegible]						
Performance of external providers						

Commented [9A15]: For example: [illegible] results: [write in the survey findings].

Commented [9A16]: For example: speed up the response time on customer complaints.

Commented [9A14]: E.g. Registry of Customer Complaints, Report of Customer Satisfaction, recalls, etc.

Commented [9A17]: For example: Processes met planned results, there were no non-conforming products.

Commented [9A18]: [illegible] conducted.

Commented [9A20]: Periodic effectiveness review should be conducted.

Commented [9A19]: For example: Processes met planned results; there were no non-conformities.

Commented [9A21]: [illegible] repeating.

Commented [9A22]: For example: Initiate new Corrective Action.

Commented [9A23]: [illegible] executed with expected results.

Commented [9A24]: For example: Initiate new corrective action.

Commented [9A25]: For example changes in production process, organizational structure, etc.

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Product quality			CEO, Production Manager			
Training			CEO			
[illegible]						
IMS objectives proposition for next year			CEO			
[illegible]						
Recommendations for improvement of IMS						
[illegible]			CEO, [job title]			
Date of next Management Review:	[date]		CEO			

Commented [9A26]: For example: Product is compliant with laboratory tests.

Commented [9A27]: For example: Maintain the defined quality of product according to Product Specification.

Commented [9A28]: [illegible]

Commented [9A29]: For example: Periodically perform training effectiveness review.

Commented [9A30]: For example: The quality objectives for 2015 are established.

Commented [9A31]: [illegible] for objectives realization.

Commented [9A32]: For example: Actions from this Management review are treated as resolutions and must be executed as planned.

Commented [9A33]: [illegible] requests are met.

Commented [9A34]: For example: Define unexpressed requests of customer and implement them in product.

[job title]
[name]

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[signature]

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