

[organization name]

Appendix 3 – Management Review Minutes

[organization name]							
Type of review:		Date and place of meeting					
Management Review							
Item	Input	Output	Responsible person	Frequency	Resources needed:	Start date	Status:
Quality Policy	For example: Quality objectives Customer requirements Internal audit results Feedback	For example: Periodic review of its relevance.	CEO				
Quality objectives	For example: Quality objectives are met.		CEO				
Results of internal audits	For example: Internal audit findings Non-conformities Corrective actions Preventive actions		CEO, [job title]				
Results of external audits	For example: External audit findings		CEO, [job title]				

Commented [AS91001]: Regular or Additional.

Commented [AS91002]: All data in these columns are examples. Change to the needs of the management review.

Commented [AS91003]: Status can be: conducted, underway or planned.

Commented [AS91004]: In case of non-conformities write here the corrective actions.

Commented [AS91005]: In case of non-conformities write here the corrective actions.

[organization name]

	minor non-conformities.						
	For example: [blurred text]	For example: [blurred text]	CEO, [job title]				
On-time delivery performance	For example: Delivery performance indicator is showing that product deliveries are occurring on-time 98% of the time.						
	For example: [blurred text]		CEO, [job title]				
	For example: One non-conformity is	For example: Initiate new	CEO, [job title]				

Commented [AS91006]: E.g. Registry of Customer Complaints, Report of Customer Satisfaction, recalls, etc.

Commented [AS91007]: Periodic effectiveness review should be conducted.

[organization name]

	repeating.	Corrective Action.					
			CEO, [job title]				
Changes in internal and external issues that can affect QMS			CEO, [job title]				
			CEO, [job title]				
Monitoring and measuring results							
Product quality			CEO, Production Manager				
Training			CEO				
Adequacy of resources							

Commented [AS91008]: Write in the status of planned trainings.

[organization name]

Specific objectives prioritized for next year	For example: The specific objectives for 2017 are improvement	For example: Provide resources needed for objectives realization.	CEO				
Effectiveness of actions taken to address risks and opportunities							
Recommendations for improvement of 2018	For example: Actions from this Management Review are included in initiatives and must be completed by 2018.						
Improvement of product related to customer requirement	For example: All customer customer requirements are met	For example: Define unexpressed requirements and implement them in 2018.	CEO, [job title]				
Date of next Management Review:	[date]		CEO				

[job title]

[name]

[signature]