

[organization name]

Appendix 1 – Management Review Record

Attendants:						
Type of review:		[Review type]				
[Review date]						
Management Review						
Review item	Input	Output	Responsible person:	Start date	End date	Notes
Quality Policy	e.g. Quality policy		Quality Manager [Top management]			
			Quality Manager [Top management]			
Results of internal audits	e.g. Internal audit	e.g. Congratulate	Quality Manager			

Commented [170251]: List of all persons present at the management review meeting.

Commented [170252]: Monthly, Quarterly or Annual. Regular (Annual) or Additional.

Commented [170253]: Review meeting attendees are briefed by the responsible person on the current input status for each review item.

Example: The recent internal audit was completed and there were four nonconformity write-ups (NCRs).

Commented [170254]: If an output has been addressed, the

Commented [170255]: The person most responsible for taking

Commented [170258]:

Commented [170256]: When will the suggested output be completed and closed?

Commented [170257]: Are additional resources needed to complete and close the suggested output?

Commented [170259]: This responsible person has to be

[organization name]

<p>Results of external audits</p>	<p>e.g. External audit found minor nonconformities.</p>	<p>[Blurred text]</p>	<p>Quality Manager [Top management]</p>			
<p>Customer and personnel feedback</p>	<p>[Blurred text]</p>	<p>[Blurred text]</p>	<p>Sales, Customer Service Manager</p>			
<p>Results of internal audits</p>	<p>e.g. Review all of [Blurred text]</p>	<p>e.g. Initiate new Corrective Action.</p>	<p>Quality Manager [Top management]</p>			
<p>Status of nonconformities and corrective actions</p>	<p>e.g. One [Blurred text]</p>	<p>e.g. Complete and closeout all [Blurred text]</p>	<p>Quality Manager</p>			

[organization name]

	are still not completed.					
Previous Management Review actions status	e.g. All previous actions are <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	e.g. Initiate new corrective action.	Quality Manager			
Changes in internal and external issues that can affect the laboratory		e.g. Ensure that the method <ul style="list-style-type: none"> ✓ ✓ ✓ 	Quality Manager [Top management]			
Changes in the volume and types of work or range of laboratory activities		e.g. Have the HR department begin interviewing additional personnel for the laboratory.	Quality Manager [Top management]			
Monitoring and measuring results			Quality Manager			

[organization name]

	accurate and timely presented.					
	e.g. One key external provider has gone out of business.		Purchasing Manager			
Customer complaints or concerns		e.g. Quality manager should	Sales or Quality Manager			
		e.g. Quality manager should open a corrective action and correct the problem of slow turn arounds.	Quality Manager [Top management]			

[organization name]

Effectiveness of the management system and its processes	e.g. Proficiency test results have all been positive.		Quality & Laboratory Manager			
Adequacy of resources		e.g. Continue	Quality & Laboratory Manager			
Results of risk identification	e.g. An opportunity	e.g. The Sales Manager should follow-up on this information.	Quality & Laboratory Manager			
Other relevant factors, such as changing activities and training	e.g. If new employees are hired for the laboratory, then training needs must be identified.		Quality & Laboratory Manager			
Outputs from management reviews will						
Effectiveness of the management system and its processes	e.g. The management system is currently working well.		Quality Manager with Management Team			

Commented [1702510]: The person responsible for the laboratory's proficiency testing program.

Commented [1702511]: The person responsible for addressing risks in the laboratory.

Commented [1702512]: E.g. List all actions that will take place for these four subjects.

[organization name]

Improvement of laboratory activities	e.g. Implementation of the new standard is going well and by schedule of implementation.	Quality & Laboratory Manager			
Provision of required resources		Purchasing Manager			
Are there any changes?	e.g. Major changes do not appear to be needed at this time.	Quality Manager with Management Team			
Next review date	[date]	Quality Manager or [Top Management] member			

Commented [1702513]: E.g. The person who will set the date and time for the next review.

[job title]

[name]

[signature]

Commented [1702514]: The person responsible for controlling this document.

This is only necessary if the document is in paper form.