

Appendix 3 – Management Review Minutes

Attendants:						
Type of review:			Date and place of meeting			
Management Review						
Review item	Plan	Do	Check	Act	Resources	Status:
Quality Policy			CEO			
Quality objectives			CEO		Defined in Quality objectives document	
Results of [audit]			CEO, [job title]			
Results of [audit]			CEO, [job title]			
[audit]			CEO, [job title]			
Process performance and product conformity			CEO, [job title]			

- Commented [9A1]:** Regular or Additional
- Commented [9A2]:** Status can be: conducted, underway or planned.
- Commented [9A3]:** For example: Quality policy is communicated to employees, available to public.
- Commented [9A4]:** For example: Periodic review of its relevance.
- Commented [9A5]:** For example: Quality objectives are met.
- Commented [9A6]:** For example:
 - [blurred]
 - [blurred]
- Commented [9A7]:** In case of non-conformities write here the corrective actions.
- Commented [9A8]:** For example: External audit found minor non-conformities.
- Commented [9A9]:** In case of non-conformities write here the corrective actions.
- Commented [9A11]:** For example: [blurred]
- Commented [9A12]:** For example: speed up the response time on customer complaints.
- Commented [9A10]:** E.g. Registry of Customer Complaints, Report of Customer Satisfaction, recalls, etc.
- Commented [9A13]:** For example: Processes met planned results, there were no non-conforming products.
- Commented [9A14]:** Periodic effectiveness review should be conducted.

[organization name]

Status of nonconformities and corrective actions			CEO, [job title]			
			CEO, [job title]			
			CEO, [job title]			
Inputs from Data Analysis Report			CEO, [job title]			
Performance of external providers						
			CEO, Production Manager			
			CEO			
Quality objectives proposition for next year			CEO			
Recommendations for improvement of QMS						

Commented [9A15]: For example: One non-conformity is repeating.

Commented [9A16]: For example: Initiate new Corrective Action.

Commented [9A17]: For example: [redacted]

Commented [9A18]: For example: Initiate new corrective action.

Commented [9A19]: For example changes in production process, organizational structure, etc.

Commented [9A20]: For example: Product is compliant with laboratory tests.

Commented [9A21]: For example: Maintain the defined quality of product according to Product Specification.

Commented [9A22]: Write in the status of planned trainings.

Commented [9A23]: For example: Periodically perform training effectiveness review.

Commented [9A24]: For example: The quality objectives for 2015 are established.

Commented [9A25]: For example: Provide resources needed for objectives realization.

Commented [9A26]: For example: Actions from this Management review are treated as resolutions and must be executed as planned.

[organization name]

			CEO, [job title]			
Date of next Management Review:	[date]		CEO			

Commented [9A27]: For example: All defined customers' requests are met.

Commented [9A28]: For example: Define unexpressed requests of customer and implement them in product.

[job title]

[name]

[signature]