

Management Review Minutes

The meeting of [organization name]'s [name of body] was held on [date] and was attended by:

- [name]

The purpose of the meeting was to review the suitability and effectiveness of the SMS Management System (SMS).

Attendees, after the meeting, the Management Review Minutes will be communicated to [name of body] and [name of body] will be responsible for the implementation of the actions identified in the minutes of the meeting.

Materials or information reviewed at the meeting include the following:

1. Adherence to and suitability of the SMS Policy and other policies relevant for the SMS
2. Feedback from customers and other interested parties
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]
9. [redacted]
10. [redacted]
11. [redacted]
 1. [redacted]
 2. [redacted]
 3. [redacted]
12. [redacted]
13. [redacted]

The following decisions were made at the meeting:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]
9. [redacted]

Commented [20A1]: Please include the name of your company.

Commented [20A2]: The name of the organization's main management body - board of directors, management board, etc.

Commented [20A3]: List the names of all attendees.

Commented [20A4]: Please insert the appropriate job title from the top management according to your organization practices, e.g.: CEO, CIO, IT Director, IT Manager, etc.

Commented [20A5]: For conformance with ISO 2000 standards, all of the listed materials/information must be included.

Commented [20A6]: [redacted]

Commented [20A7]: This information can be obtained from Business Relationship Management Process and Incident Management Process.

Commented [20A8]: This information can be obtained from Capacity Management Process.

Commented [20A9]: This information can be obtained from the Supplier Management Process.

Commented [20A10]: This information can be obtained from Budgeting and Accounting for services and Demand Management Processes.

Commented [20A11]: [redacted]

Commented [20A12]: This information can be obtained from the existing Risk Records.

Commented [20A13]: This information can be obtained from existing Monitoring and Measurement reports.

Commented [20A14]: This information can be obtained from the existing Internal Audit reports.

Commented [20A15]: This information can be obtained from Change Management Process.

Commented [20A16]: This information can be obtained from the existing Improvement Opportunity records

Commented [20A17]: [redacted]

Commented [20A18]: For conformance with ISO 2000 standards, all of this information must be included.

Commented [20A19]: E.g. new responsibilities, new technologies, etc.

[organization name]

[confidentiality level]

10. [List of interested parties to which the decisions made on this management review meeting need to be communicated]

[Job title]

[Name]

[Signature]

Commented [20A20]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents/records must be signed.