

Jan 2017

ABC COMPANY

# MANAGEMENT REVIEW

## Audit Plan

1	Review Information	
2	Attendees	
3	Minutes	
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5	Quality Objectives	
6	Management Approvals	

## Minutes of Management Review

### Review Information

Name:

Date:

Review Period:

### Attendees

Name:

Name:

Name:

Name:

### Minutes *(documentation of management review for each area specified below)*

#### LAB GOAL

1.

#### Measurements

1.

#### Changes in The Volume and Type of The Work

1.

#### Employee Training Records

1.

#### Customer Complaints

1.

#### Customer Feedback /Recalls

1.

#### Critical Vendor Issues

1.

#### Audit Results

1.

#### Car Status

1.

#### Suitability of Policies and Procedures

1.

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## MANAGEMENT REVIEW

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### Past Management Reviews

1.

### Recommendations for Improvement

1.

### The Results of Inter-Laboratory Comparisons or Proficiency Tests

1.

### Reports from Managerial and Supervisory Personnel

1.

### The Outcome of Recent Internal Audits

1.

### Corrective and Preventive Actions

1.

### Assessments by External Bodies

1.

### Other Relevant Factors, Such as Quality Control Activities, Resources and Staff Training

1.

### Observe Calibration Process

1.

### Action Items *(Include status of items from last review; list new items with responsible individual and due dates)*

1.

2.

### Quality Objectives

1.

2.

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MANAGEMENT REVIEW

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**Management Approvals**

*ABC Company business and quality system has been reviewed to ensure their continuing suitability and effectiveness in satisfying ISO/IEC 17025:2005, ANSI/NCSI Z540-1 and ANSI/NCSI Z540.3 requirements and stated company quality policy, goals, and objectives.*

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Applicable Company Representative

Date

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Management/Quality Representative

Date