

Management Review Agenda & Minutes

Date of Meeting:

Attendees:

Meeting Inputs

Input - Processes Reviewed this Meeting (Note: Each category must be reviewed at least once per year.)

Reviewed	Includes	Yes/No
Quality Management System General	Document Control, Record Control, Competence Awareness and Training,	
Analysis Processes	Management Review, Internal Audits, Review of Quality Policy and Objectives)	
Continual Improvement Processes	Corrective and Preventive Action and How Quality Objectives are Driving Improvement Projects	
Customer Processes	Customer Perception, Quoting, Contract Review, Customer Returns, Customer Communication, and Customer Complaints	
Product Development and Planning Processes	Product Planning, Design and Development	
Purchasing and Receiving Processes	Vendor Selection and Re-Evaluation, Purchasing, Receiving, Non-Conforming Product from Suppliers.	
Product/Service Realization Processes	Production, Traceability, Product Handling (including Customer Property)	
Product Monitoring and Measurement Processes	FAI, In-process Inspection, Non- Conforming Product, and Calibration	

Record discussion surrounding the current state of the processes.

Input - Results of Audits: Record discussion of internal and external audit results.

Input - Customer Feedback: Record discussion of customer feedback and complaints.

Input - Process Performance and Product Quality: Review the Quality Objectives and record the discussion.

Input - Status of Preventive and Corrective Action Review the status and record the discussion.

Input - Discuss actions from previous Management Review Meetings that require follow-up.

