**Management Review Meeting Agenda**

**Date of Meeting:**

**Attendees:**

**Apologies:**

**Agenda**

1. Review of Quality Policy & Quality Objectives
2. Follow-up actions from previous management meetings
3. Changes to internal and external issues, including strategic direction
4. Nonconformities and corrective actions
5. Monitoring and measurement results
6. Audit results
7. Customer satisfaction
8. Issues relating to external providers
9. Adequacy of resources
10. Process performance & product conformity
11. Effectiveness of actions to address risk and opportunity
12. New potential opportunities
13. Improvement opportunities
14. Changes required to the QMS, including resource needs
15. Any other business
16. Date of next meeting

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| --- | --- | --- | --- |
| **Management Review Meeting Minutes** | | | |
| **Meeting Date:** |  | Page: of | |
| **Attending:** |  | **For the Period** | |
|  | |
| **Review Summary & Action Required** *(reference attached sheets as necessary)* | | **By Whom** | **By When** |
| 1. Review of Quality Policy & Quality Objectives: | |  |  |
| 1. Follow-up actions from previous management meetings: | |  |  |
| 1. Changes to internal and external issues: | |  |  |
| 1. Nonconformities and corrective actions: | |  |  |
| 1. Monitoring and measurement results: | |  |  |
| 1. Audit results: | |  |  |
| 1. Customer satisfaction: | |  |  |
| 1. Issues relating to external providers: | |  |  |
| 1. Adequacy of resources: | |  |  |
| 1. Process performance & product conformity | |  |  |
| 1. Effectiveness of actions to address risk & opportunity: | |  |  |
| 1. New potential opportunities: | |  |  |
| 1. Improvement opportunities: | |  |  |
| 1. Changes required to the QMS | |  |  |
| 1. Any other business | |  |  |

**Minutes Authorized by:** **Position:**

1. Date of Next Meeting: