

<b>MEETING AGENDA - MANAGEMENT REVIEW - QMS</b>		
DATE : _____ VENUE: _____ TIME : _____		
<b>COME PREPARED TO DISCUSS THE FOLLOWING AGENDA ITEMS</b>		
<ol style="list-style-type: none"> <li>1. Results of internal audits and evaluations of compliance with legal and other requirements</li> <li>2. Communication from external interested parties including complaints</li> <li>3. The environmental performance of the organization</li> <li>4. The extent to which objectives and targets have been met</li> <li>5. The status of preventive and corrective actions</li> <li>6. Follow-up actions from previous management reviews</li> <li>7. Changing circumstances including developments in legal and other requirements</li> <li>8. Recommendations for improvement</li> </ol> <p>Other optional topics:</p> <ol style="list-style-type: none"> <li>10. _____</li> <li>11. _____</li> <li>12. _____</li> </ol>		
<b>PARTICIPANTS</b>	<b>INITIALS</b>	<b>DATE</b>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
PREPARED BY: _____ DATE: _____		