



MEETING AGENDA - MANAGEMENT REVIEW

DATE : _____ VENUE: _____ TIME : _____

COME PREPARED TO DISCUSS THE FOLLOWING AGENDA ITEMS

1. The status of actions from previous management reviews,
2. Changes in external and internal issues that are relevant to the quality management system including its strategic direction,
3. Information on the quality performance, including trends and indicators for:
 - a. Customer satisfaction and feedback from relevant interested parties,
 - b. Extent to which quality objectives are met,
 - c. Process performance and conformity of products and services.
 - d. Nonconformities and corrective actions,
 - e. Monitoring and measurement results,
 - f. Audit results,
 - g. Performance of external providers,
4. Adequacy of resources required for maintaining an effective QMS,
5. The effectiveness of actions taken to address risks and opportunities,
6. Opportunities for continual improvement.

Additional items may be added as needed.

7. _____

8. _____

	PARTICIPANTS	INITIALS	DATE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

PREPARED BY: _____ **DATE:** _____