



Management Review Meeting Checklist

- Follow-up on action items from previous management reviews
- Results of internal, customer & third-party audits
- Status of corrective & preventive actions
- Customer feedback & satisfaction
- Feedback from relevant interested parties
- Customer complaints
- Overall process performance
- Product conformance to requirements
- Status of the quality objectives
- Are there any changes that could affect the quality management system?
- Are there any recommendations & opportunities for improvements?
- Are there any changes needed for the quality policy?
- Are there any needed changes to the quality management system?
- What is determined regarding the suitability, adequacy & effectiveness of the quality management system and its processes?
- How effective are actions taken to address risks and opportunities?
- What actions are going to be taken for improvement of product related customer requirements?
- Are there any resource needs?
- Look for trends in the following areas: external interested parties, compliance to legislation and regulations, changes to products and process, customer satisfaction and complaints, and nonconformances
- Assign action items