

Sample Management Review Form

Review Date _____ Attendees _____ _____ _____	These Minutes Completed By _____ Date _____
<u>Old Business</u> Prior Meeting Minutes Review _____ Prior Action Items Review _____ _____	
<u>Continued Old Business</u> (Include Reason, Responsibility and Plan)	_____ _____ _____
<u>New Business</u> Business Planning _____ Internal Audit Status _____ Corrective Actions _____ Training Issues & Needs _____ Calibration _____ Customer Complaints _____ Resources - Personnel _____ Resources - Equipment _____ Supplier Quality Activities _____ Relevancy of Quality Policy _____ Customer Satisfaction _____ Quality Goals _____ Other New Business _____	
Trends Identified?	_____ _____ _____
Action Items (Include Responsibilities)	_____ _____ _____
Other Business Discussed	_____ _____ _____

This is a simple review form. It has the necessary elements, however.

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