

Company Name

Format No-

Agenda – Cum- Meeting notice for Management Review Meeting No

Dated :

The next management review meeting is scheduled as follows. You are advised to attend the meeting without fail. Input date for management review is to be submitted to FSTL, by the functional heads in the prescribed forms.

Date of meeting:

Time:

Venue:

Agenda:

- a) Status of actions from previous MRM
- b) Changes in external and internal issues FSMS including the changes in the organization and its context.
- c) 1) results of system updating activities .
 - 2) monitoring and measuring results
 - 3) analysis of verification activities related to PRPs and Hazard control plans.
 - 4) non conformities and corrective actions
 - 5) audit results (internal/external)
 - 6) Inspections (Regulatory, Customer)
 - 7) Performance of external providers
 - 8) Review of risk and opportunities and effectiveness
- d) Extent to which objectives of FSMS have been met
- e) Emergency situations, incidents or Withdrawal/recall occurred
- f) external and internal communications including customer feedback, complaints from interested parties.
- g) Opportunities for continual improvement.

Prepared by

Dated signature of FSTL

Distribution:

- 1.
- 2.

3.

Company Name
Management Review Meeting Attendance Record

Format No-

Meeting Details:

Date:

Time:

Venue:

Meeting chaired by

Meeting facilitated by

Sl.No	Name	Designation	Signature
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