# QMS Management Review Meeting Report

**Review Date: dd/mm/yyyy**

**Participants:**

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| **Sr. No.** | **Name** | **Designation** |
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**Point Discussed:**

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| **Sr. No.** | **Issue / Agenda** | **Severity of Issue** | **Impact of Issues** |
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| **Sr. No.** | **Point Discussed** | **Action Set** | **Responsibility & Time Lines** | **Status** |
| --- | --- | --- | --- | --- |
| **1** | **From Previous Review Meeting** |  |  |  |
|  |  |  |  |  |
| **2** | **Any changes that could affect the ISMS** |  |  |  |
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| **3** | **Feedback on the information security performance, including trends in:** |  |  |  |
| **A** | **Non Conformities and Corrective Actions** |  |  |  |
|  |  |  |  |  |
| **B** | **Monitoring and measurement results** |  |  |  |
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| **C** | **Audit Results** |  |  |  |
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| **D** | **Fulfillment of Information Security Objectives** |  |  |  |
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| **4** | **Feedback from Interested Parties** |  |  |  |
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| **5** | **Results of Risk Assessment and status of Risk Treatment plan** |  |  |  |
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| **6** | **Opportunities for Continual Improvements** |  |  |  |
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