

Organization Name:	Document No:	QUXAT.F.115	
Title	Laboratory Management Review Meeting	Page No:	Page 1 of 5

Date:	Time:	Venue:
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## Attendees List

S. No	Name	Designation	Department

## Review of previous Management Review Minutes

Issue No: 01	Issue Date:	Amend No: 00	Amend Date:	Copy No: 01
Prepared/Issued by:	Quality Manager	Approved by	Laboratory Director	

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Review of requests, suitability of procedures and sample requirements

Assessment of User Feedback

Staff suggestions

Internal Audits

Risk Assessment and Management

Issue No: 01	Issue Date:	Amend No: 00	Amend Date:	Copy No: 01
Prepared/Issued by:	Quality Manager	Approved by	Laboratory Director	

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Review of Quality Indicators
Review by External Organizations
Review of results from ILC/EQAS/PT programs
Review of resolution of complaints
Performance of suppliers
Identification and control of non-conformities

Issue No: 01	Issue Date:	Amend No: 00	Amend Date:	Copy No: 01
Prepared/Issued by:	Quality Manager	Approved by	Laboratory Director	

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Results of continual improvements, corrective and preventive actions

Follow up of previous management reviews

Changes in volume of scope of work, personnel, and premises that could affect the quality management system

Recommendation for improvements (including technical requirements)

Actions points

S. No	Action Point	Due Date

Issue No: 01

Issue Date:

Amend No: 00

Amend Date:

Copy No: 01

Prepared/Issued by:

Quality Manager

Approved by

Laboratory Director

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## Approval of the Management Review Minutes

S. No	Name	Designation	Approval signature

Date of Approval of Management Review Minutes:

Issue No: 01	Issue Date:	Amend No: 00	Amend Date:	Copy No: 01
Prepared/Issued by:	Quality Manager	Approved by	Laboratory Director	