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	Subject/Title:	Management Review Agenda	Effective Date:	September 2009

## QUALITY MANAGEMENT SYSTEM REVIEW AGENDA

Called by:		Venue:	
Date::		Time:	

Item No.	Agenda Items	Responsibility
1.	Welcome remarks	RD/CD
2.	Apologies	QM/QMR
3.	Confirmation of minutes of the previous meeting	All
4.	Matters arising from the previous meeting	All
5.	Scheduled internal/external audits	QM/QMR
5.1	Results of internal audits	
5.2	Results of external audits	
6.	Status of corrective and preventive actions	QM/QMR
6.1	Corrective actions	
6.2	Preventive actions	
7.	Process performance and product conformity (Functional reports) <ul style="list-style-type: none"> <li>▪ Details of planned targets (functional objectives)</li> <li>▪ Actual performance from the previous management review to date</li> <li>▪ Status of performance of each function/process or sub-process</li> <li>▪ Customer feedback</li> <li>▪ Resource requirements</li> <li>▪ Efficiency, effectiveness and recommendation for improvement</li> </ul>	All
8.	Agreed recommendations and actions arising thereof	All
8.1	Improvement of the effectiveness of QMS and processes	
8.2	Improvement of the service related to customer requirements	
8.3	Resources needed (including staff training, infrastructure & work environment)	
9.	Proposed QMS improvements/modifications (including objectives & quality policy)	All
10.	Any other business	All
11.	Date and time of the next meeting	QM/QMR

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