	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	

	Organization Name:		Document No:	QUXAT.F.115
	Title	Laboratory Management Review Meeting	Page No:	Page 2 of 5

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	

	Organization Name:		Document No:	QUXAT.F.115
	Title	Laboratory Management Review Meeting	Page No:	Page 3 of 5

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	

	Organization Name:		Document No:	QUXAT.F.115
	Title	Laboratory Management Review Meeting	Page No:	Page 4 of 5

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	

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

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	