

Management Analysis Record

Format No.

Rev.No.

Rev. Date.

Month / Year: _____ Date of Analysis: _____

Analysis Conducted on each:

- 3 Months
- 6 Months
- 9 Months
- Annual

Analysis – Lead by: _____ Sign. _____

Management Team:

#	_____	_____
#	_____	_____
#	_____	_____
#	_____	_____
#	_____	_____
#	_____	_____

Following Records are conducted for Analysis: (As per analysis quarter)

1. Customer Orders / Pending Orders
2. Customer Complaints & Feedbacks / Customer Satisfaction Trend analysis report & records
3. Internal Quality / Management System Audits / Records & improvement
4. Continual Improvement for management system / Departmental as well
5. Current Projects status
6. Corrective actions / preventive actions records / trends / analysis
- 7.
- 8.
- 9.
- 10.

Conclusion

Action Plans for improvements

Description of Action plans	Responsible	Target Date
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General Remarks

Prepared by

Approved by