

NAME OF COMPANY

FORMAT NO.:

DATE OF CONDUCT:

Management Review Meeting (MRM)

SR No	Topic / Agenda	Action Details	Action by (Name)	Action by (Date)
1	Departmental Quality Objectives	DETAILS – INTERNAL QUALITY AUDIT AND IT'S RESULTS & EXTERNAL AUDIT DETAILS.		
2	Non conformity, Corrective & Preventive Action Status.	DETAILS OF CUSTOMER FEEDBACK		
3	Follow-up Actions from previous management review.	DETAILS OF PROCESS PERFORMANCE		
4	Changes needed for improvement of Quality Management System & it's processes	DETAILS OF IMPROVEMENT OF QMS.		
5	Recommendations for improvement	IF ANY		
6	Review Output	SHORT DESCRIPTION OF RESULT.		
7	Changes needed for effectiveness / improvement of Quality Management System and its	QSM CONTINUAL IMPROVEMENT NEEDS.		

Prepared by

Approved By

Management Representative

Director

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	process			
8	Departmental Quality Objectives	DEPARTMENTAL IMPROVEMENTS.		
9	Non conformity, Corrective & Preventive Action Status	NCR & CAPA ACTIONS.		
10	Follow-up Actions from previous management review.	PREVIOUS AUDIT DETAILS		
11	Any other projects handling during period.			

Prepared by

Management Representative

Approved By

Director