**Outline: Management Review Agenda for**

**Date: xx/xx/xxxx**

* + - 1. **QUALITY OBJECTIVES** (specific to program being assessed)
* Clarify organization mission, goals, and objectives
* Address any problems hindering the achievement of objectives
* Address any new or revised aspects of the Quality Management System
	+ - 1. **REPORTS FROM SUPERVISORY STAFF**
* Staff Feedback
* Program Performance
* Accomplishments
	+ - 1. **RESULTS OF LABORATORY COMPARISONS OR PROFICIENCY TESTING**
			2. **CUSTOMER FEEDBACK AND COMPLAINTS**
			3. **CHANGES IN VOLUME AND TYPE OF WORK**
			4. **STAFF TRAINING AND RESOURCES**
* Training Status
* Training Needs
* Budget
* Workload allocations and resource planning
* Safety/Facility Issues
	+ - 1. **QUALITY CONTROL ACTIVITIES**
* Reports/Information from Quality Team Staff
* Address compliance with standards and requirements
* Address any quality issues or non-conformances, results of risk identification
	+ - 1. **OUTCOMES OF PAST MANAGEMENT, INTERNAL, AND EXTERNAL AUDITS AND ASSESSMENTS**
* Corrective and preventative action plans and status
* Current program action items
* Status of previous management review action items
	+ - 1. **SUITABILITY OF POLICIES AND PROCEDURES**
* Identify policies/procedures that were reviewed
* Discuss suitability or changes needed
	+ - 1. **RECOMMENDATIONS FOR IMPROVEMENT AND PREVENTATIVE ACTIONS**