

MANAGEMENT REVIEW COMMITTEE MINUTES

	Location:	Date:	
	Attendees:	Distribution List: CEO/Quality Manager, President/ISO MR, ISO Coordinator, Plant Manager	
	TOPIC	ACTION PLAN	RESPONSIBILITY
I.	STATUS OF PREVIOUS ACTION ITEMS		
II.	GOALS AND OBJECTIVES		
	A. Total Nonconformance/Costs		
III.	RESOURCE REQUIREMENTS AND ALLOCATIONS		
	A. Human Resources		
	B. Equipment		
	C. Infrastructure		
IV.	QUALITY PLANNING		
	A. Product Planning		
	B. Process Planning		
	C. System Planning		
	D. Quality Policy Review		
V.	NONCONFORMANCE ANALYSIS		
VI.	CUSTOMER FEEDBACK AND COMPLAINT ANALYSIS		
	A. Feedback		
	B. Complaint Analysis		
VII.	NONCONFORMANCE/CORRECTIVE ACTIONS		
VIII.	AUDIT RESULTS		

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	TOPIC	ACTION PLAN	RESPONSIBILITY	DUE DATE
IX.	TRAINING			
X.	ALL OTHER BUSINESS			
XI.	RECOMMENDATIONS FOR CONTINUAL IMPROVEMENT			
XII.	EFFECTIVENESS SUMMARY			
	NEXT MEETING IS SCHEDULED FOR:			
	APPROVALS:			
	1.		Date:	
		(CEO)		
	2.		Date:	
		(PRESIDENT/ISO MR)		