



Title:

**ATTACHMENT A  
MANAGEMENT REVIEW SCHEDULE (EXAMPLE)**

Effective Date:  
10-01-03  
Revised: 12/12/07

Date of Management Review \_\_\_\_\_

Quarter Performed: First \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_ Fourth \_\_\_\_\_

Elements listed below are included in each management review:

1. Quality System (4.2)
2. Contract Review (Workplan and Changes in Work Load) (4.4)
3. Complaints (4.8)
4. Corrective Actions (4.11)
5. Preventive Action (Action Items/Plans) (4.12)
6. Audit Results (4.14)
7. Effectiveness of Previous Action Items from Management Reviews (4.12, 4.15)
8. Training Program Summary (5.2)
9. Resources  
Personnel (5.2) \_\_\_\_\_ Facility (5.3) \_\_\_\_\_ Equipment (5.5) \_\_\_\_\_ Material (5.6) \_\_\_\_\_
10. Proficiency Testing Results (5.9)

Elements listed below are included and are found in internal audits for the management review.

1st Quarter: 4.1, 4.3

3rd Quarter: 4.9, 4.11

2nd Quarter: 4.6

4th Quarter: 5.4, 5.8, 5.10