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			Page 1 of 1
Title: ATTACHMENT B – Management Review		Effective Date: 10-01-03 Revised: 12/12/07	

DATE:

FROM: [Name]

TO: [Name]

SUBJECT: [Year] Management Review of Quality Management System

The annual management review was performed on [Date]. The purpose of this review of the quality management system is to monitor and evaluate the quality and fitness for use of services to agency needs. The review ensures the fitness and effectiveness of the quality management system.

Synopsis of findings includes: (a) policies and procedures, (b) managerial reports, (c) previous audits, (d) effectiveness of previous actions, (e) corrective actions and preventive actions (action items and plans), (f) outside assessments, (g) proficiency results, (h) changes in workload, (i) complaints, (j) resources, (k) training, and (l) other.

Conclusion

Recommendations

Provide a statement on the overall effectiveness of the [Name] quality management system.