

	ORA LABORATORY PROCEDURE Food and Drug Administration	Document No.: ORA-LAB.4.15	Version No.: 1.3
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Title: ATTACHMENT A MANAGEMENT REVIEW SCHEDULE (EXAMPLE)			Effective Date: 10-01-03 Revised: 01-20-12

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