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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

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Title: ATTACHMENT B – Management Review Example			Effective Date: 10-01-03 Revised: 01-20-12

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.