

	Quality Management System Procedure [Laboratory Name]	Issue Date: YYYY/MM/DD	Rev.: 0
QSP 4-15-1 – Management Review			Page #: 1 of 3

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

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Purpose

To regularly review the quality management system by the laboratory’s management team
To ensure that:

- the quality management system continues to be effective and suitable fulfilling the changing and future needs of the laboratory and its customers
- the quality management system is updated as necessary
- the results of Internal Audits are reviewed
- the defined quality management system is being implemented and followed

Scope / Field of Application

Laboratory Quality Management System

Definitions and Acronyms

Management Review – formal evaluation by top management of the status and adequacy of the quality management system in relation to quality policy and objectives.

Responsibility

The President shall:

- call Management Reviews at regular intervals - not greater than twelve months, or more frequently at his/her discretion
- decide who should attend
- allocate follow-up actions and timelines to specific personnel

The Quality Manager shall: