

## **Basic Management Review Outline for \_\_\_\_\_**

### **According to NIST Handbook 143, Section 4.15 Management Reviews:**

**4.15.1** In accordance with a predetermined schedule and procedure, the laboratory's top management shall periodically conduct a review of the laboratory's management system and testing and/or calibration activities to ensure their continuing suitability and effectiveness, and to introduce necessary changes or improvements. The review shall take account of:

- the suitability of policies and procedures;
- reports from managerial and supervisory personnel;
- the outcome of recent internal audits (see 4.13);
- corrective and preventive actions;
- assessments by external bodies;
- the results of interlaboratory comparisons or proficiency tests;
- changes in the volume and type of the work;
- customer feedback;
- complaints;
- recommendations for improvement;
- other relevant factors, such as quality control activities, resources and staff training.

NOTE 1 A typical period for conducting a management review is once every 12 months.

NOTE 2 Results should feed into the laboratory planning system and should include the goals, objectives and action plans for the coming year.

NOTE 3 A management review includes consideration of related subjects at regular management meetings.

**4.14.2** Findings from management reviews and the actions that arise from them shall be recorded. The management shall ensure that those actions are carried out within an appropriate and agreed timescale.

**Date:**

**Completed by:**

**Introduction (Annual Update):**

**Policies and Procedures:**

**Audits:**

**Inter-Laboratory Comparisons or Round Robins:**

**Changes in Volume and Type of Work:**

**Client Feedback / Complaints / Recommendations for Improvement:**

**Facility, Equipment and Standards:**

**Staff:**