# ISO/IEC 17025 Management Review Meeting Minutes Template

## Meeting Details

Date:   
Location:   
Attendees:   
Chairperson:   
Secretary:

**Management Review Inputs**

### Review of Agenda

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Changes in Internal and External Issues Relevant to the Laboratory

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Fulfillment of Objectives

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Suitability of Policies and Procedures

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Review of Minutes from Previous Management Review Meeting & Status of Actions

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Outcome of Recent Internal Audits

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Corrective Actions

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Assessments by External Bodies

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Changes in the Volume and Type of Work or in the Range of Laboratory Activities

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Customer and Employee Feedback

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Complaints

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Effectiveness of Implemented Improvements

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Adequacy of Resources

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Results of Risk Identification

Discussion points:

### Results of Risk to Impartiality Discussion (has anyone in this meeting experienced an risk to impartiality since the last meeting?)

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Outcomes of Assurance of the Validity of Results

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Other Relevant Factors (e.g., Monitoring Activities, Training, Trend Analysis)

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### New Business / Business Planning – Forecasting & Opportunities

Discussion points:

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Management Review Outputs**

### Action Item Summary / Assignments to Individuals / Completion Dates

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Person | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Approval

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Date: \_\_\_\_\_\_\_\_\_\_

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Date: \_\_\_\_\_\_\_\_\_\_