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

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Fulfillment of Objectives

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Suitability of Policies and Procedures

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Review of Minutes from Previous Management Review Meeting & Status of Actions

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Outcome of Recent Internal Audits

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Corrective Actions

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Assessments by External Bodies

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Changes in the Volume and Type of Work or in the Range of Laboratory Activities

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Customer and Employee Feedback

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Complaints

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Effectiveness of Implemented Improvements

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Adequacy of Resources

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### 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:

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| Action Item | Responsible Person | Due Date | Status |
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### Outcomes of Assurance of the Validity of Results

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### Other Relevant Factors (e.g., Monitoring Activities, Training, Trend Analysis)

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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### New Business / Business Planning – Forecasting & Opportunities

Discussion points:

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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**Management Review Outputs**

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

Action Items:

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| Action Item | Responsible Person | Due Date | Status |
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## Approval

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

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