

Management Review Meeting Summary

Management Review Meeting: _____

Attendees: _____

Copies: _____

1. Improvement – Department Initiated

Department	No. Lessons Learned	No. of CARs

2. Internal Audit Results

Auditee	TGLN Internal Audits			Registrar External Audits		
	No. Audits	No. Minor NCs	No. Major NCs	No. Audits	No. Minor NCs	No. Major NCs

3. Quality System Documentation

- a. No. of document changes _____
- b. No. of new documents created _____
- c. Reasons for new/revised documentation _____

Management Review Meeting Summary

4. Quality Policy and Goals Review

Criteria	Target	Current Status

5. Overall Quality System Effectiveness

Departments	Tangible Outcomes	Intangible Outcomes
	•	•
	•	•
	•	•

6. Status of Outstanding Actions

Year	Task	Current Status
	•	•
	•	•
	•	•

7. Improvement Action List

Task	Responsibility	Date Required	Verified By
•			
•			
•			