



Purpose: To maintain records with findings, both positive and negative, of the management review and consequent actions per ISO/IEC 17025:2005 (4.15.1 and 4.2.2).

Responsibility: Quality Manager

Method: A typical period for conducting a management review is once every 12 months. Results should feed into the laboratory planning system and should include the goals, objectives and action plans for the coming year. A management review includes consideration of related subjects at regular management meetings.

EMC LABORTATORY MANAGEMENT REVIEW		
DATE	EMC LAB REPRESENTATIVE	MANAGEMENT TEAM BOARD MEMBERS

The management review agenda is to establish what changes, if any, are necessary to ensure that the quality arrangements for the laboratory continue to meet the laboratory's needs and that the quality system of the laboratory continues to conform to the requirements of ISO-17025.

MATTERS ARISING FROM THE PREVIOUS MANAGEMENT REVIEW	
DATE	COMMENTS



IDX	ITEM UNDER MANAGEMENT REVIEW	COMMENTS
1.	The suitability of policies and procedures What changes have taken place or need to take place in the organization, facilities, equipment, procedures, and / or activities of the laboratory? Is any need for amendment of the LMS manual?	
2.	Reports from managerial and supervisory personnel	
3.	The outcome of recent internal audits carried out What non-conformances or areas of improvement were identified? What is status of the follow-up actions? Is there any potential problem identified?	
4.	Corrective and preventive actions What is the status of corrective and preventive actions? What action plans were developed, implemented, monitored, and controlled for effectiveness? Are there actions raised trends/statistics available?	
5.	Assessments by external bodies Have there been any reports on surveillance visits and assessments carried out by the accreditation body, and follow-up actions by EMCLABINFO?	
6.	The results of interlaboratory comparisons or proficiency tests What indicate the trends analysis of results of the EMC lab participation in proficiency testing or inter-laboratory comparison scheme? Is the proficiency testing result, test plan status timely reported to A2LA?	
7.	Changes in the volume and type of the work New customers that involve accreditation of new test methods.	
8.	Customer feedback Have there been any reports on audits by customers or other approvals bodies and follow-up actions?	
9.	Complaints Review trends analysis of complaints and other feedback received from OEM or third party customers.	
10.	Recommendations for improvement Review trends analysis of results of in-house quality control checks.	
11.	Quality control activities, resources, staff training Review adequacy of current human and equipment resources. Review future plans and estimates for new work, additional staff, new equipment, changed methods. Training requirements for new staff and for updating of existing staff.	
12.	Policies and objectives review, medium and long term goals Revision of the quality policy and medium and long term goals. Provide a planned program for preventive action, including the setting of objectives for the coming year.	



MINUTES OF EMC LABORATORY MANAGEMENT REVIEW MEETING TO BE DISTRIBUTED TO	
MANAGEMENT TEAM BOARD MEMBERS	EMC LAB MANAGEMENT

NEXT EMC LABORATORY MANAGEMENT REVIEW MEETING	
DATE	COMMENTS

Records: Retain for a minimum of 10 years.

References: ISO/IEC-17025:2005
 XXXXX Laboratory Management System Manual

Revision History:

Rev.	Description of Change	Date	ECN#	Originator	Sign-off
A	Initial Release				