

Management Review Report

NOTE #1: This template is supposed to give you an idea of the structure. Don't use MS word - this is thought as an excel / sheets file.

NOTE #2: Think of the sub-sections below as different tabs in your excel sheet.

Overall Assessment

Overall QMS Assessment:

NOTE: Assess the general adequacy, suitability and efficacy of QM system to comply with regulatory requirements. Also take into account an assessment of the criticality / impact of single processes for product safety. List a summary of measures derived from the review.

Date of Review	XYZ (...)
Participants(Name, Role)	XYZ (...)
Signature	XYZ (...)

Process Assessment

NOTE: In your excel sheet, you may want to create one tab for every process and include results from previous Management Reviews for comparison.

SOP	Key Performance Indicator	Review Input	Management Assessment	Evaluation	
				Improvement Measures	Previous Measures
Corrective and Preventive Action (CAPA) Change Management Document and Record Control	Quick decision of action plan (goal: max. 1week)	Last year: 3 days on average	Process is followed and complies with requirements	None	N/A

	Key Performance Indicator	Review Input	Management Assessment	Improvement Measures	Evaluation of Previous Measures
SOP					
Software Development Management Review (...)					

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