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| **Form for management reviews**  **FOR-045** | | | | | | | | | | |
| (3) **Place of storage of this record:**  Folder REC | | | (1) **Consecutive No. :** | | | | |  | | |
| (2) **Date:** | | | | |  | | |
| **REVIEW PLAN** | | | | | | | | | | |
| (4) **Objective of the review:** | | | | | | | | | | |
| (5) **Criteria of the review (normative standards):** | | | | | | | | | | |
| (6) **Scope of the review:**  Area of the Laboratory:  Activities or services:  Date of review: Reviewer team: | | | | | | | | | | |
| (7) **SCHEDULE OF THE REVIEW** | | | | | | | | | | |
| ***Topic***  a) changes in internal and external issues that are relevant to the laboratory;  b) compliance with objectives;  c) adequacy of policies and procedures;  d) status of actions from previous reviews;  e) result of recent internal audits;  f) corrective actions;  g) evaluations by external organizations;  **[..]** | | | | | | | ***Date*** | | | ***Hour*** |
| (8) **FINDINGS OF THE REVIEW** | | | | | | | | | | |
| *Document analyzed:*  1.  2.  3.  4.  5. | | | | | | | | | | |
| ***Description of the findings***  a)  b)  c)  d)  e)  f)  g)  h)  i)  j)  k)  l)  m)  o) | ***Actions to apply*** | | | | | | | | ***Responsible/date*** | |
| Conclusions of the review: | | | | | | | | | | |
| Is it required corrections and/or corrective actions? | | No | |  | Yes |  | Responsible/date: | | | |
| Is it necessary improvements? | | No | |  | Yes |  | Responsible/date: | | | |
| Is a follow-up audit/review required? | | No | |  | Yes |  | Responsible/date: | | | |
| (9) **Closing of the review** | | | | | | | | | | |
| ***Performed by:***  Name and signature:  Name and signature: | | | | | | | **Date of closing:** | | | |

**Ref: QM**

**Instructions for filling:**

(1) Insert the consecutive number of the record, e.g. 001/2019.

(2) Indicate the date of record.

(3) Insert the physical location or electronic path where the form should be stored or collected once it is full (converted into a record).

(4) Indicate the objectives pursued by the review.

**[…]**