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MANGEMENT REVIEW MINUTES

MEMBERS PRESENT

DATE:-28/11/2023

S.NO.	AGENDA POINTS	DISCUSION	TARGET DATE OF COMPLETION	RESPONSIBILITY
1	Quality Policy and Quality objectives	It has been unanimously decided by all the members that the organization will keep its existing quality policy and quality objectives and shall be reviewed by all the members in the next Management Review Meeting	Next Management Review Meeting	Management Representative
2	Result of Audits	First Internal Audit of the organization has been planned and conducted on 10/11/2023. In this Internal Audit 2 non-conformity has been observed. It was related to MR and Purchase. It has been closed satisfactorily.		MR
3.	Customer Feedback	As this is the 1st Internal Audit since the implementation of ISO system therefore we have been able to collect information on customer satisfaction. As a matter of fact we are able to collect the customer Feed back from five customers.	Next Management Review Meeting	Management Representative

Management Representatives

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S.NO	AGENDA POINTS	DISCUSION	TARGET DATE OF COMPLETION	RESPONSIBILITY
4	Process Performance and product conformity	Supervisor maintains the record on process performance and product conformance. The details of process performance and product conformity was discussed briefly and found satisfactory. If any deviation observed in future the same will be discussed in next Management review Meeting.	Next Management Review Meeting	Management Representative
5	Status of Preventive and Corrective Action	As stated above wherever there is a variation in the QMS then it will be discussed among the concerned authorities. How ever the whole QMS seems to be well within the control and no such deviation observed till date.	Next Management Review Meeting	Management Representative
6	Follow-up action from previous management reviews	All the follow up actions from the previous MRM were discussed thoroughly among the members and found satisfactory.	Next Management Review Meeting	Management Representative
7	Changes that could affect the Quality Management System	There are no changes recommended in the Quality Management System.	Next Management Review Meeting	Management Representative

Management Representatives

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8	Recommendation for improvement	It is found that all the procedures and the QMS is working satisfactorily. So right now there is no requirement of any kind of recommendations for improvement. But MR informed the members that when ever any kind of observation or suggestion from concerned authorities for improvement will be highly appreciated.	Next Management Review Meeting	Management Representative

Management Representatives