Quality Objectives Record

Refer to *Procedure QP501: Management Review*

|  |  |  |
| --- | --- | --- |
| Objective | | |
| Note 1  Use this block to document the quality objective. Use a separate form for each objective. Adjust heights of blocks using Table Properties if required | | |
| Present level: | Target level: | Quality Manager (sign, date) |
| Target date: | Project Manager: |  |
| Implementation project | | |
| Note 2  Use this block to define the project and resources for implementing the objective. Outline the step that will be taken, what will be done and where, who will be involved, what equipment or facilities are required and so forth. If there are other documents that already provide this information, reference these documents here. | | |
| Monitoring and measurement methods | | |
| Note 3  Define here what will be monitored and / or measured, when and how. | | |
| Tracking and close-out |  |  |
| First review due date: | Intermediate review due date: | Final review due date: |
|  |  |  |
| Actual review date: | Actual intermediate review date | Actual |
|  |  |  |
| Result: | Result: | Result: |
|  | eg Objectives being achieved as planned | eg Complete |
| Quality Manager (sign, date) | Quality Manager (sign, date) | Quality Manager (sign, date) |
| Closed by management review (sign, date) | | |
|  | | |

Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| QP501 | Management Review |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

DOCUMENT END