**Quality Management Action Record**

Remove instructional red text before publishing in your QMS

Refer to Procedure QP501: Management Review

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| --- | --- | --- | --- |
| **Objective** | | | |
| Document the quality objective here. Use separate form for each objective. | | | |
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|  | | | |
| Present level: | Project Manager: | Quality Manager: | |
| Target date: | Signature: | |
| Target level: | Date: | |
| Implementation project | | | |
| Use this block to define the project and resources for implementing the objective. Outline the | | | |
| steps 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 you can just use this space to reference these documents.) | | | |
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| Monitoring and measurement methods | | | |
| Define here what will be monitored and/or measured, when, and how. | | | |
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| Tracking and closeout | | | |
| First review  due date: | Intermediate  review due date: | | Final review  due date: |
| Result: | Result: | | Result: |
| QA Manager (sign & date): | QA Manager (sign & date): | | QA 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.