# 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 or 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 | Improvement Measures | Evaluation of Previous Measures |
| --- | --- | --- | --- | --- | --- |
| Corrective and Preventive Action (CAPA) | Quick decision of action plan (goal: max. 1week) | Last year: 3 days on average | Process is followed and complies with requirements | None | N/A |
| Change Management |  |  |  |  |  |
| Document and Record Control |  |  |  |  |  |
| Software Development |  |  |  |  |  |
| Management Review |  |  |  |  |  |
| (…) |  |  |  |  |  |

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