
	QUALITY MANAGEMENT SYSTEM FORMAT		Doc. No.: IIVR/QMSF/07
	ICAR – INDIAN INSTITUTE OF VEGETABLE RESEARCH		Date: 20/Dec/13
	Revision No.:0.0	Issue No.: 1.0	Page No: 1 of 2

MANAGEMENT REVIEW MEETING

MEMBERS PRESENT:

DATE:

Sl. No.	AGENDA POINTS	DISCUSSION	TARGET DATE OF COMPLETION	RESPONSIBILITY
1	Quality Policy and Quality Objectives	It was discussed and found to be adequate for the time being. Also it was decided that, if felt necessary, this will be again reviewed in the next Management Review Meeting.	Next Management Review Meeting	Management Representative
2	Result of internal audits and evaluations of compliance with legal requirements and with other requirement to which the organization subscribes.	First Internal Audit of the organization was carried out on. In this Internal Audit 2 minor non-conformity were observed. All the non-conformities were discussed briefly. All the NCs raised during the audit were complied on the same day and it was verified and closed.		Internal Auditor
3.	Communication from external interested parties, including complaints.	As this is the first project since the implementation of ISO system, the feedback from all the customers could not be collected. However, a Performa has already been sent to all the major customers to obtain their feedback related to our product and their satisfaction level.	Next Management Review Meeting	Management Representative
4	Process Performance and product conformity	The whole process is completed. However, This will be reviewed in the next Management Review Meeting from the data collected during this period.	Next Management Review Meeting	Management Representative

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5	Status of Preventive and Corrective Action	The whole EMS seems to be well within the control and no such situation is observed till date. However, this will be discussed and reviewed in the next MRM after getting the realistic data and feedback.	Next Management Review Meeting	Management Representative
6	Follow-up action from previous management reviews	As this is the first Management Review Meeting therefore there is no follow-up action from the previous Management Review Meeting	Next Management Review Meeting	Management Representative
7	Changing circumstances, including development in legal and other requirement related to its environmental aspects.	There is no changes recommended in the Quality Management System	Next Management Review Meeting	Management Representative
8	Recommendation for improvement	As, the QMS is implemented just before three month; no such recommendation could be raised by any of the members. However, this will be again discussed in the next review meeting for any suggestion from any of the members for improvement in the EMS	Next Management Review Meeting	Management Representative

Dated signatures of the Members: