Date: [Date]

Subject: [Year] Management Review of MDSAP Management System

The [annual] [biannual] management review was performed on [Date]. The purpose of this review of the MDSAP management system is to monitor and evaluate the quality and fitness for use of services to program needs. The review ensures the fitness and effectiveness of the management system.

**Attendees:** [List Name of Attendees]

# Minutes:m

|  |  |  |
| --- | --- | --- |
| Item | Input | Output/Action |
| Follow-up actions from previous management reviews |  |  |
| Suitability of policies and procedures |  |  |
| Outcome of recent internal audits |  |  |
| Effectiveness of previous actions taken |  |  |
| Corrective actions and their resolution |  |  |
| Assessments by external bodies |  |  |
| Changes in the volume and type of the work |  |  |
| Customer feedback |  |  |
| Complaints |  |  |
| MDSAP Resource Assessment |  |  |
| Recommendations for improvement including other factors, such as quality control activities, resources and training |  |  |
| Changes in Regulatory requirements that have been incorporated into MDSAP guidance and procedures |  |  |
| Other |  |  |

# Conclusion:

# Recommendation:

# Provide a statement on the overall effectiveness of the MDSAP Quality Management System (QMS):

# List of Exhibits: