

## MGS: Management Review

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**Introduction**

4.15.1  
4.15.1.1

The laboratory's top management shall conduct an annual review of the Management System. The purpose of this review is to ensure the continuing suitability and effectiveness of the Management System, and to introduce necessary changes or improvements.

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**Schedule**

The management review will be conducted prior to the ASCLD/LAB self-assessment due date.

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**Documentation**

4.15.1.2  
4.15.2

Management reviews are documented and the documentation retained by the laboratory for at least one accreditation cycle or five years (whichever is greater).

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**Scope of the management review**

4.4.1.b  
4.15.1

The management review will encompass, but not be limited to, the following:

- Suitability of policies and procedures
  - Reports from managerial and supervisory personnel
  - Annual internal and external quality audit reports
  - Corrective and preventive actions
  - Competency and proficiency tests
  - Changes in the volume and the type of work
  - Customer feedback including complaints
  - Complaints against the Management System
  - Opportunities for improvement
  - Non-technical manual reviews
  - Other relevant factors such as: quality control activities, resources, and staff training
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**Management review report**

4.15.2

Findings from the annual management review and any actions that arise from the findings will be recorded. An appropriate and agreed upon completion date will be established during the management review meeting.

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