

### Management System Review Check Sheet:

Review of:

General Documents	Date	Initial
Quality Manual	_____	_____
Safety Manual	_____	_____
General SOPs	_____	_____
Section Specific SOPs	_____	_____

Audits:

Internal Audits:

Internal QAS Audit	_____	_____
Internal Audit –General	_____	_____

External Audits (when applicable):

ASCLD/LAB Audit	_____	_____
FBI QAS Audits	_____	_____

Management System Review of previous year	_____	_____
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Meeting Minutes from Managerial and Supervisory Staff	_____	_____
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Proficiency Test Reviews	_____	_____
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Guiding Principles Reviewed	_____	_____
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Customer Reviews/Feedback		
Court Monitoring Forms	_____	_____
Customer Complaints/Survey	_____	_____
Internal Complaints	_____	_____

Quality Action Reports	_____	_____
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Customer Contracts	_____	_____
Case Statistics	_____	_____
Changes in work/case volume/type	_____	_____

This is may be used as a general guide to ensure that all documents needed are reviewed.