

Management System Review Check Sheet:

	Date	Initial
1. General Documents		
a. Quality Manual	_____	_____
b. Safety Manual	_____	_____
c. General SOPs	_____	_____
d. Section Specific SOPs	_____	_____
2. Audits:		
a. <u>Internal Audits:</u>		
Internal QAS Audit	_____	_____
Internal Audit –General	_____	_____
b. <u>External Audits (when applicable):</u>		
ASCLD/LAB Audit	_____	_____
FBI QAS Audits	_____	_____
2. Management System Review (previous year)	_____	_____
3. Meeting Minutes from Managerial and Supervisory Staff	_____	_____
4. Proficiency Test Reviews	_____	_____
5. Guiding Principles Reviewed	_____	_____
6. Customer Reviews/Feedback		
a. Court Monitoring Forms	_____	_____
b. Customer Complaints/Survey	_____	_____
c. Internal Complaints	_____	_____
7. Quality Action Reports	_____	_____
8. Customer Contracts	_____	_____
9. Case Statistics	_____	_____
10. Changes in work/case volume/type	_____	_____

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