

Management System Review Check Sheet:

1. Changes to Internal and External Issues _____
2. Fulfillment of DSS Objectives _____
3. Suitability of Policy and Procedures _____
 - a. Quality Manual _____
 - b. Safety Manual _____
 - c. General SOPs _____
 - d. Section Specific SOPs _____
4. Previous Management Review Status of actions _____
5. Audits (outcome/follow through) _____
 - a. Internal QAS Audit _____
 - b. Internal Audit –General _____
 - c. Other if applicable _____
6. Corrective Actions _____
7. External Assessments: _____
 - a. ANAB Audit _____
 - b. FBI QAS Audits _____
 - c. ATF MROS Audit _____
8. Changes to case volumes, types of work _____
 - a. Laboratory Statistics _____
9. Customer and Personnel Feedback & complaints _____
 - a. Court Monitoring Forms _____
 - b. Customer Complaints/Survey _____
 - c. Customer Complaints _____
10. Effectiveness of Improvements _____
 - a. Quality Action Reports _____
11. Adequacy of Resources _____
12. Results of Risks Identified _____
13. Outcome of Assurance of Validity of Results _____
 - a. Proficiency Test Reviews _____
14. Other: _____
 - a. Guiding Principles Reviewed _____
 - b. Customer Contracts Reviewed _____
 - c. Annual Safety Training Completed _____
 - d. Other if applicable: _____

This is may be used document the review of the various MSR components.