**Date**

**Time**

**Location**

**Agenda**

1. **Apologies**
2. **Minutes of previous Management Review Meeting.**
3. **Matters arising.**
4. **Regulatory inspection reports from MHRA/UKAS.**
5. **Quality Manager Report including:**

* **Review of internal audits.**
* **Review of monitoring.**
* **Review of systematic issues identified.**
* **Opportunities for improvement.**
* **Review of CAPA.**
* **Feedback.**

1. **Review of Quality Manual and Quality Statement.**
2. **Review of SOPs.**
3. **Regulatory inspections due in the coming year.**
4. **Any other business.**
5. **Date of next Management Review Meeting.**