

## **Management Review Report Template – AI Management System** **(AIMS)**

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### **Document Control**

- **Document Title:** Management Review Report – AIMS
- **Document Number:**
- **Version:**
- **Date of Review:**
- **Prepared By:**
- **Approved By:**

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### **1. Meeting Details**

- **Date:**
- **Location / Virtual Link:**
- **Attendees:**
- **Chairperson:**
- **Recorder:**

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### **2. Agenda Items**

1. Opening and Approval of Previous Minutes
2. Review of AIMS Performance
3. Internal Audit Results
4. Risk, Bias & Ethical Compliance Review
5. Changes in Internal/External Issues (Context)

6. Review of AI Objectives & KPIs
7. Customer and Stakeholder Feedback
8. Status of Nonconformities & Corrective Actions
9. Opportunities for Improvement
10. Resource Needs and Competence Development
11. Any Other Business
12. Closing

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### 3. Review Inputs (ISO 42001: Clause 9.3.2)

The following items were reviewed:

Review Item	Discussion / Findings
Status of Previous Actions	
Changes in Internal & External Issues	
Risk Assessment & Mitigation Effectiveness	
Ethical, Legal & Regulatory Compliance	
AI Objectives Achievement (KPIs)	
Monitoring and Measurement Results	
Audit Results	
Stakeholder Feedback	
Opportunities for Improvement	
Resource Adequacy & Competence	

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### 4. Performance Evaluation

#### 4.1 AI Objectives and KPI Review

Objective	Target	Actual	Status (Met/Not Met)	Comments
Example: Minimize bias in AI models	<2%	1.8%	Met	Ongoing monitoring

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#### 4.2 Risk & Bias Management Review

**Identified Risk / Bias Current Status Mitigation Actions Effectiveness**

## 5. Compliance Review

- **Legal & Regulatory Updates:**
- **AI Ethics & Responsible AI Compliance:**

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## 6. Status of Nonconformities & Corrective Actions

**Nonconformity Root Cause Corrective Action Status**

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## 7. Decisions and Actions

**Action Item Responsible Person Deadline Status**

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## 8. Improvement Opportunities

- Identified improvement areas
- Actions required to enhance AI governance
- Resource upgrades required

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## 9. Resource Requirements

- Competence Development
- Technology & Tools
- Infrastructure

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## 10. Review Outputs (ISO 42001: Clause 9.3.3)

The outputs of this management review include:

- **Decisions on AI policy updates**
- **Adjustments to AI objectives**



- Resource allocation
- Actions to address risks and opportunities
- Continual improvement initiatives

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### Signatures

- Chairperson: \_\_\_\_\_
- Date: \_\_\_\_\_
- Recorder: \_\_\_\_\_
- Date: \_\_\_\_\_