

## **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: \_\_\_\_\_