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| OF0020 – Management Review Meeting Report |
| Meeting Title: | Date: |
| **Purpose of Meeting:** To evaluate and discuss Business Management outcomes and effectiveness of business systems and processes. *(Add department or section reviewed as necessary)* |
| **Mandatory attendance:** The followingrepresentatives must attend all management review meetings;* E.g. Director
* E.g. Site manager
 |
| **Required attendance:** The following representatives are required to attend this meeting; |
| Name: | Title: |
| Name: | Title: |
| Name: | Title: |
| Name: | Title: |
| **Action items carried over from previous meeting** |
| Action item: | Status: | Still open |  | Responsible person: |
| Closed |  |
| Action item: | Status: | Still open |  | Responsible person: |
| Closed |  |
| Action item: | Status: | Still open |  | Responsible person: |
| Closed |  |
| Action item: | Status: | Still open |  | Responsible person: |
| Closed |  |
| Action item: | Status: | Still open |  | Responsible person: |
| Closed |  |

| **Current Agenda Items** | Action Required |
| --- | --- |
| **Yes** | **No** |
| 1 |  | ☐ | ☐ |
| 2 |  | ☐ | ☐ |
| 3 |  | ☐ | ☐ |
| 4 |  | ☐ | ☐ |
| 5 |  | ☐ | ☐ |
| 6 |  | ☐ | ☐ |
| 7 |  | ☐ | ☐ |
| 8 |  | ☐ | ☐ |
| 9 |  | ☐ | ☐ |
| 10 |  | ☐ | ☐ |
| **New action items from this meeting** |
| Action item: | Status: | New |  | Responsible person: |
| Existing |  |
| Action item: | Status: | New |  | Responsible person: |
| Existing |  |
| Action item: | Status: | New |  | Responsible person: |
| Existing |  |
| Action item: | Status: | New |  | Responsible person: |
| Existing |  |
| Action item: | Status: | New |  | Responsible person: |
| Existing |  |

The Management Review Meeting may generate Corrective and/or Preventive Action Requests (see procedure for Corrective / Preventive Actions) or take other recorded actions.

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|  | Amendment Record  | **Issue #: 1** |
| **Issue Date: 10/09/2018** |

| **Rev. #** | **Date** | **Details** | **Description of Changes** | **Prepared By** | **Approved by** |
| --- | --- | --- | --- | --- | --- |
| Section # | Para. # |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |