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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** |  |  |  |  |  |  |