

MANAGEMENT REVIEW - MINUTES

Location:	Date:		
Chair:			
Attendees:			
Apologies:			
Distribution:			
Review previous minutes and follow up on matters arising.			
	BY WHO	BY WHEN	STATUS
Review of IMS performance including performance against measurable objectives, targets and plans			
	BY WHO	BY WHEN	STATUS
Changes to significant environmental aspects and impacts; external or internal issues relevant to the IMS, including compliance obligations.			
	BY WHO	BY WHEN	STATUS
Analysis and review of ICA's and the possible need for further corrective or preventive action, including ICA trend analysis.			
	BY WHO	BY WHEN	STATUS
Audit results and general review of workplace inspection checklist returns			
	BY WHO	BY WHEN	STATUS
Analysis and review of incident reports			
	BY WHO	BY WHEN	STATUS
Overview of any responses to any emergency situations			
	BY WHO	BY WHEN	STATUS
Overview of current evaluation of compliance with relevant legislation and other requirements			
	BY WHO	BY WHEN	STATUS

MANAGEMENT REVIEW - MINUTES

Performance of Suppliers and Contractors			
	BY WHO	BY WHEN	STATUS
Review of customer feedback/complaints received			
	BY WHO	BY WHEN	STATUS
Review of the continuing suitability, adequacy and effectiveness of the IMS			
	BY WHO	BY WHEN	STATUS
General review of the adequacy of existing resources, work environment and infrastructure required to maintain and improve the IMS and to achieve acceptable levels of service and performance			
	BY WHO	BY WHEN	STATUS
Personnel training requirements			
	BY WHO	BY WHEN	STATUS
The effectiveness of actions taken to address risks and opportunities			
	BY WHO	BY WHEN	STATUS
Opportunities for improvement			
	BY WHO	BY WHEN	STATUS
General business (including communications from external parties)			
	BY WHO	BY WHEN	STATUS
Schedule next meeting.			
	BY WHO	BY WHEN	STATUS