**Rotech Fabrication Ltd Management Meeting Agenda Dated:**

**Present:**

**Apologies: n/a**

The following agenda of the Fabrication Management Teams scheduled meetings has been established to ensure that all relevant topics are reviewed on a regular basis. Additionally, the retention and filing of these records will form the basis of Management Review and Recording requirements of the Company’s management systems.

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| **Topic** | **Key Questions** | **Comments / Actions Arising** |
| ***Last Meeting*** |
| *Outstanding Actions* |  | All reviewed  |
| ***Marketing & Sales*** |
| Sales**Refer: Tenders submission to success rate data** | In line with predictions?Up / down on last financial year? |  |
| *Opportunities Identified* | How many were successful?Reasons for failures? | *
 |
| *Review of customer base* | % of work generated from existing customersNo. of new customersCustomer feedback Performance effectiveness |  |

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| ***Topic*** | ***Key Questions*** | ***Comments / Actions Arising*** |
| ***Production*** |
| *Planned man hours per project verses actual* | Review accuracy of estimating process |   |
| *Workload*  | Review next 3 months |  |
| *% Rework v No of jobs done* | Rework target 3% |  |
| Consider:* Resources
* Materials
* Time?
* Sub-Contractors?
* QC / QA issues
* Safety Issues
 | Manpower?Deliveries/reject rates?Co-operation / performance?QA / QC Issues? |  |

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| ***Topic*** | ***Key Questions*** | ***Comments / Actions Arising*** |
| ***QHSE & Compliance Issues*** |
| *Audit Programme* | Internal AuditingSuppliers / External Auditing |  |
| *Non Conformities Review* | Review Non ConformitiesReview corrective and preventative actionsReview effectiveness of all actions taken |  |
| *Third Party Audits* | Review ReportsPlanned Audits | * T
 |
| *System reviews and changes + need for further changes & continued relevance of objectives* | Achieved / Findings / plannedduring last period |  |
| *Health and Safety* | Accidents / Near Misses / LTISafety Meetings HeldRisk Assessments |  |
| ***Topic*** | ***Key Questions*** | ***Comments / Actions Arising*** |
| ***Human Resources*** |
| Resourcing  | Recruitment NeedsGeneral Training NeedsSpecific Training Needs |  | Planned Dates |
|  |
| ***Any Other Business*** |
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