**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 customers  No. of new customers  Customer 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 Auditing  Suppliers / External Auditing |  | |
| *Non Conformities Review* | Review Non Conformities  Review corrective and preventative actions  Review effectiveness of all actions taken |  | |
| *Third Party Audits* | Review Reports  Planned Audits | * T | |
| *System reviews and changes + need for further changes & continued relevance of objectives* | Achieved / Findings / planned  during last period |  | |
| *Health and Safety* | Accidents / Near Misses / LTI  Safety Meetings Held  Risk Assessments |  | |
| ***Topic*** | ***Key Questions*** | ***Comments / Actions Arising*** | |
| ***Human Resources*** | | | |
| Resourcing | Recruitment Needs  General Training Needs  Specific Training Needs |  | Planned Dates |
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| ***Any Other Business*** | | | |
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