Sample of Management Review Meeting Minutes (Outline)

Date: *3 April, 2006*

Time: *2: 30 to 5: 00 p.m.*

Participant: *Chan Dak (Director)*
Huang Ming (EMR)
Nelson Chen (DEMR)
M. Huang (Production Manager)
F. K. Sun (Engineering Manager)
L. F. Li (Admin Manager)
Frankie Wu (Personnel Manager)
Yuen Fai (Factory Manager)
Anthony Tsang (Purchasing Manager)

Item	Description	Action
1.	*Confirmation of Minutes of the Meeting Held on 3 January, 2006*	
2.	*Actions Arising from Previous Meeting :*	
	a. *Review of Policy, Objectives & Targets, Programmes*	
	b. *Review of Legal Compliance*	
	c. *Environmental Aspects of Activities and their Disclosure to Public*	
	d. *Audits and Follow-up*	
	e. *Review ofNonconformities, Enquiries and Complaints, Received and Corrective / Preventive Actions Adopted*	
	f. *Areas for Improvement and Long Term Objectives*	
	g. *Adequacy of Emergency Preparedness*	
	h. *Modification of Existing EMS*	
3.	*A.O.B.*	

There is no further business, the meeting was adjourned at 11:30am.

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