

Sample of Management Review Meeting Minutes (Outline)

Date: 15 April, 2006
Time: 9: 30 to 11: 00 a.m.
Participant: PH Lau (General Manager)
CC Wong (EMR/ Quality Manager)
FS Man (DEMR)
CM Yuen (Plant Manager)
PH Poon (Engineering Manager)
KY Siu (Finance and Administration Manager)
KY Chung (Facility Manager)
YC Ma (Sales & Marketing Manager)

<u>Item</u>	<u>Description</u>	<u>Action</u>
1.	Confirmation of Minutes of the Meeting Held on 15 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 of Nonconformities, 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 11:00am.

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