

Sample of Management Review Meeting Minutes (outline)

Date: 16 April, 2006
Time: 9: 30 to 11: 00 a.m.
Participant: *KT Wong (General Manager)*
YC Chan (EMR)
FF Chung (DEMR)
MC Choi (Project Manager)
KC Lee (Construction Manager)
KC Tong (Finance and Administration Manager)
WK Tong (Technical Service Manager)
MC Chow (Human Resource Manager)

<u>Item</u>	<u>Description</u>	<u>Action</u>
1.	<i>Confirmation of Minutes of the Meeting Held on 15 January, 2006</i>	
2.	<i>Actions Arising from Previous Meeting :</i>	
	<i>a) Review of Policy, Objectives & Targets, Programmes</i>	
	<i>b) Review of Legal Compliance</i>	
	<i>c) Environmental Aspects of Activities and their Disclosure to Public</i>	
	<i>d) Audits and Follow-up</i>	
	<i>e) Review of Nonconformity, Enquiries and Complaints, Received and Corrective / Preventive Actions Adopted</i>	
	<i>f) Areas for Improvement and Long Term Objectives</i>	
	<i>g) Adequacy of Emergency Preparedness</i>	
	<i>h) Modification of Existing EMS</i>	
3.	<i>A.O.B.</i>	
4.	<i>Discuss to see if the project has arisen any environmentally related issues.</i>	

There is no further business, the meeting was adjourned at 11:00am.

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