*This template is intended as a tool to prepare records of Management Review Meetings. Please complete each section; this form may be used as the final report, or used as a template to type and publish more formal Management Review Meeting records. At all stages, management must consider proper, proactive measures to take to improve the company, and where it is necessary to apply preventive action. CAR Forms filed in last section of this template.*

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| **MR Ref:** **Date of Review:**       **Recorded by:** |

**In attendance:**

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**Absent:**

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*For absent members, the minutes of this meeting must be sent to them afterwards, and opportunity for review and comment given. Any comments, changes, or additional inputs from these individuals must be incorporated into the final minutes or issued as an addendum.*

1. **Follow-up actions from previous management reviews**

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| **Action** |  | **Result** |
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1. **Results of Internal and External Audits**

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| **Internal Audits** |  | **Recommendations** |
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| **External Audits** |  | **Recommendations** |
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1. **Review of Risk Assessments**

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| **Risk Assessment** |  | **Recommendations** |
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1. **Consultation and Participation of Workers**

1. **Review customer feedback.** *Discuss customer feedback, customer satisfaction and complaints not already discussed as part of the CAR system review.*

1. **Review of internal and external issues of concern.** *Review the IMD001 Interested Parties and Analysis and update it with any new or revised issues of concern.*

1. **Review continuing suitability and the effectiveness of conformance to NHSS8**

1. **Review Legal and Other Requirements.** *Review any new legislation and register & changing circumstances on IMD002 Legal Register & Evaluation of Compliance*

1. **Review Environmental of Aspects & Impacts.** *Review of significant impacts & changing circumstances on IMD003 Environment Aspects Register.*

1. **Review of resources needed to maintain and improve the effectiveness of the company and its integrated management system.** *Discuss resource needs for each of the following points.*

**EQUIPMENT RESOURCES REQUIREMENTS:**

**WORK ENVIRONMENT & INFRASTRUCTURE REQUIREMENTS:**

**INTEGRATED MANAGEMENT SYSTEM & OTHER RESOURCE REQUIREMENTS:**

**HUMAN RESOURCES & TRAINING NEEDS:**

1. **Review of the effectiveness of training and training programs in place.** *Include opportunities for improvement for training.*

1. **Review of suppliers.** *Discuss issues regarding suppliers of critical materials, hardware or software. Review supplier performance and any quality or delivery issues. Review open supplier corrective action notices issued since last meeting. Note any trends for individual suppliers. Indicate changes of supplier status or restrictions.*

1. **Review Operational Controls:**

**OPERATIONAL CONTROLS [HSEQ]**

**PROCESS PERFORMANCE AND PRODUCT CONFORMITY**

**REVIEW OF INCIDENTS, ACCIDENTS AND COMPLAINTS STATISTICS [CAUSE ANALYSIS]**

**REVIEW OF MAINTENANCE ACTIVITIES**

**REVIEW EMERGENCY PREPAREDNESS**

1. **Review of the HSEQ Policies for current adequacy, and the need for changes to it.** Review the Policies to ensure it still represents the company’s goals.

HSEQ Polices reviewed and accepted as is.

HSEQ Polices need revision. Following changes recommended:

1. **Review of risks.** *Review the Risk Register within IMD001 Interested Parties and Analysis with a focus on managing the negative risks indicated therein, and assessing the effectiveness of actions taken to date.*

1. **Review of opportunities.** *Review the Opportunity Register within IMD001 Interested Parties and Analysis with a focus on managing the positive opportunities indicated therein, and assessing the effectiveness of actions taken to date.*

1. **Status of corrective and preventive actions via the CAR System.** *Review overdue CARs. Review trends indicated by the CARs filed.*

1. **Review Progress on Objectives and Targets and the extent in which objectives and targets have been met.**

1. **Update the Strategic Direction of the company***. Include or attach the updated Strategic Direction.*

1. **Discuss the overall performance of the IMS any changes to the company that may affect the IMS system.** Include new opportunities for improvement**.**

1. **Note other recommendations for improvement to the company’s products, services, and/or IMS.** *Include explanation of any changes to the IMS that have been deemed necessary.*

1. **Review environmental management performance.** *Use Environment Management Log to identify issues, areas of improvement and trends*

1. **Review and discuss any amendments to environmental management procedures to ensure effectiveness in reducing/preventing significant impacts on the environment**

1. **Note follow-up activities from prior Management Review issues.**

1. **Set date for next Management Review:**

1. **CARs FILED:**

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| **Line Item or**  **CAR #** | **Corrective / Preventive OFI?** | **Nature of Issue** |
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1. **ITEMS FOR FOLLOW-UP AT NEXT MEETING***: Read through the entire minutes above and copy any items that need to be looked at again, or followed up on, at the next meeting.*