

Organization Name**Format No-**

Agenda – Cum- Meeting notice for Management Review Meeting No

Dated:

Next management review meeting is scheduled as follows. You are advised to attend the meeting Without fail. Input date for management review is to be submitted to MR, by the functional heads in the prescribed formats.

Meeting Date:

Time:

Venue:

Agenda:

- a) Status of actions from previous management reviews;
- b) Changes in
 - 1. External and internal issues that are relevant to the environmental management system;
 - 2. Needs and expectations of interested parties, including compliance obligations;
- 3. Significant environmental aspects;
- 4. Risk and opportunities.
- c) Extent to which environmental objectives have been met;
- d) Information on environmental performance, including trends in:
 - i. nonconformities and corrective actions;
 - ii. monitoring and measurement results;
 - iii. fulfillment of compliance obligations;
 - iv. audit results;
- e) Adequacy of resources;
- f) Relevant communications from interested parties, including complaints;
- g) Opportunities for continual improvement.

Prepared by**Date****Signature of MR**

Distribution:

- 1.
- 2.

3.

Organization Name
Attendance Record

Format No-

Meeting Details:

Date:Time:Venue:

Meeting chaired byMeeting facilitated by

Sl.No	Name	Designation	Signature
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