

Input Department name
Input Plant name

Terms of reference

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| Meeting: | Weekly Commitment Meeting |
| Objective: | Align, consolidate and commit on the following week planning for production, dispatch and maintenance activities |
| Location: | Input meeting location |
| Frequency: | Weekly |
| Duration: | 1 hour, during afternoon |
| Chairman: | Preventive Maintenance Manager |
| Participants: | Shift manager on duty, Preventive Maintenance Manager, Mechanical Maintenance Manager, Electrical Maintenance Manager, Dispatch Manager, Logistic manager, Maintenance planner, Production planner, H&S Manager, Warehouse responsible, <i>Optional: Plant Manager, Production Manager, Quarry Manager, Process Manager, Quality Manager, Maintenance Manager, Sales Manager</i> |
| Roles and Responsibilities: | <p>Chairman:</p> <ul style="list-style-type: none"> • Lead the meeting • Consolidate decisions and action tracker • Distribute the committed weekly plan to all plant departments <p>Participants</p> <ul style="list-style-type: none"> • Ensure participation or replacement in case of no availability • Provide the required information • Communicate decisions further to their teams |
| Support documents: | <ul style="list-style-type: none"> • Yearly master plan for equipment stops • Maintenance and production plan for following week |
| Outcome: | <ul style="list-style-type: none"> • Committed maintenance and production plan for following week |

Agenda:

1. Quarry/Production/Process
 - production planning for following week
 2. Dispatch
 - Dispatch/Sales planning for following week
 3. Maintenance
 - maintenance planning for following week
 4. Supply and delivery of Mineral Components, Correctives and Fuels
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