

<Input Department name>

<Input Plant name>

## Terms of reference

<b>Meeting:</b>	<b>Daily maintenance morning meeting</b>
<b>Objective:</b>	Review the assignments for the day based on emergencies, safety refresh and tasks execution brief
<b>Location:</b>	<Input meeting location>
<b>Frequency:</b>	Daily, at the beginning of the morning shift
<b>Duration:</b>	15 min
<b>Chairman:</b>	Maintenance Manager
<b>Participants:</b>	Maintenance Manager, Preventive Maintenance Manager, Mechanical Maintenance Manager, Electrical Maintenance Manager, Maintenance Planner, Maintenance department crew on duty
<b>Roles and Responsibilities:</b>	<p>Chairman:</p> <ul style="list-style-type: none"> <li>• Lead the meeting</li> <li>• Consolidate decisions and action tracker</li> </ul> <p>Participants:</p> <ul style="list-style-type: none"> <li>• Ensure participation</li> <li>• Provide the required information</li> <li>• Implement assigned actions</li> </ul>
<b>Used documents:</b>	<ul style="list-style-type: none"> <li>• Safety incidents reports</li> <li>• Reviewed Weekly/Daily maintenance plan</li> <li>• Work orders</li> </ul>
<b>Outcome:</b>	<p>Update of daily/weekly maintenance planning.</p> <p>Update of the plant actions tracking list with the new actions.</p>
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Safety <ul style="list-style-type: none"> <li>• Incidents and awareness - toolbox talk</li> </ul> </li> <li>2. Changes of the daily maintenance plan <ul style="list-style-type: none"> <li>• New work orders</li> <li>• Cancelled/Postponed work orders</li> <li>• Specific information about task to be executed</li> </ul> </li> <li>3. Action list update and review</li> </ol>