

Input Plant name

Terms of reference

Meeting:	Monthly Performance Meeting
Objective:	Monthly review of previous month operational and cost performance, KPI's, Plant Objectives, consolidated plant action plan. Revision of operational statistics for previous month Status of recurrent issues discussed in weekly meetings
Location:	Input meeting location
Frequency:	Monthly, during second week of the month
Duration:	2 hours
Chairman:	Plant Manager
Participants:	Plant Manager, Production Manager, Quarry Manager, Process Manager, Quality Manager, Maintenance Manager, Preventive Maintenance Manager, Mechanical Maintenance Manager, Electrical Maintenance Manager, Dispatch Manager, H&S Manager, Environmental officer, Plant controller, HR manager
Roles and Responsibilities:	Chairman: <ul style="list-style-type: none"> • Define Agenda and lead the meeting • Ensure all departments are attending and giving their accurate input Participants: <ul style="list-style-type: none"> • Ensure participation or replacement in case of no availability • Provide the required information • Implement assigned actions • Communicate decisions further to their teams
Support documents:	<ul style="list-style-type: none"> • Safety incidents reports • Engagement session road map • Monthly business reports (15A, GMR) • Monthly Production report for quarry and plant (TIS/Ignition report) • Monthly Maintenance report (SAP, Qlik view) • Monthly Quality report (TIS/Ignition report) • Monthly Dispatch report (TIS/Ignition report) • Monthly Environmental report (TIS/Ignition report)
Outcome:	Update of the plant actions tracking list with the new corrective action

Agenda:

1. Safety
 - Incidents and awareness
 2. Plant priorities
 - Review and follow up on reported main KPI's for the month
 - Budget versus forecast, Analysis of deviations and potentials
 3. Environment
 - Monthly overview
 4. Production/Process
 - Monthly performance overview
 5. Quarry
 - Monthly performance overview
 6. Quality
 - Customer complains
 - Monthly performance overview
 7. Maintenance
 - Monthly performance overview including Pareto analysis for the month
 8. Dispatch
 - Deviations on sales forecast
 - Monthly performance overview
 9. Environmental
 - Monthly environmental performance
 10. Action list update and review
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