

<Input Department name>

<Input Plant name>

Terms of reference

Meeting:	Monthly meeting with Procurement
Objective:	Review the status of open Purchase Requests and Orders and update the delivery date for requested supplies
Location:	<Input meeting location>
Frequency:	Monthly or Weekly
Duration:	1 hour
Chairman:	Preventive Maintenance Manager
Participants:	Maintenance Manager, Preventive Maintenance Manager, Procurement officer <i>Optional: Production Manager, Quarry Manager, Warehouse responsible</i>
Roles and Responsibilities:	Chairman: <ul style="list-style-type: none"> • Lead the meeting • Consolidate decisions and action tracker Participants <ul style="list-style-type: none"> • Ensure participation or replacement in case of no availability • Provide the required information
Support documents:	<ul style="list-style-type: none"> • List of open Purchase Requests and Purchase Orders • Maintenance plan • Action tracking list
Outcome:	<ul style="list-style-type: none"> • Update of the maintenance plan based on supplies delivery date • Update of the plant actions tracking list with the new actions
Agenda:	Procurement <ul style="list-style-type: none"> • open Purchase requests • open Purchase orders • status of deliveries for ordered supplies