

Input Department name  
Input Plant name

## Terms of reference (TOR)

<b>Meeting:</b>	<b>Daily Operation Meeting</b>
<b>Objective:</b>	Analyze deviations from the production and maintenance planning, equipment breakdowns, emergencies and safety incidents of the last 24 hours and establish immediate corrective actions and short term operation guidelines.
<b>Location:</b>	Input meeting location
<b>Frequency:</b>	Daily
<b>Duration:</b>	30 min
<b>Chairman:</b>	Production Manager
<b>Participants:</b>	Production Manager, Quarry Manager, Process Manager, Quality Manager, Maintenance Manager, Preventive Maintenance Manager, Mechanical Maintenance Manager, Electrical Maintenance Manager, Dispatch Manager, H&S Manager, Maintenance Planner, Production Planner  <i>Optional: Plant Manager, Environmental officer</i>
<b>Roles and Responsibilities:</b>	Chairman: <ul style="list-style-type: none"> <li>• Lead the meeting</li> <li>• Consolidate decisions and action tracker</li> </ul> Participants: <ul style="list-style-type: none"> <li>• Ensure participation or replacement in case of no availability</li> <li>• Provide the required information</li> <li>• Implement assigned actions</li> <li>• Communicate decisions further to their teams</li> </ul>
<b>Used documents:</b>	<ul style="list-style-type: none"> <li>• Safety incidents reports</li> <li>• Daily/Shift Production report for quarry and plant (TIS/PACT)</li> <li>• Daily/Shift Quality report (TIS/PACT)</li> <li>• Weekly/Daily maintenance and production planning (SAP/ PACT)</li> <li>• Daily dispatch report (TIS/PACT)</li> <li>• Stops log for the previous 24 hours (TIS/PACT)</li> <li>• List of new maintenance requests from the previous 24 hours (SAP/PACT)</li> <li>• Action tracking list (example PACT action log )</li> </ul>

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**Outcome:** Decisions on maintenance request based on their priorities.  
Update of daily/weekly maintenance and production planning.  
Update of the plant actions tracking list with the new corrective actions.

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**Agenda:**

1. Safety
  - Incidents and awareness
2. Manufacturing from Quarry to Dispatch
  - Deviations from planning
  - Daily performance overview
3. Quality
4. Environment
5. Maintenance
  - Equipment breakdown and emergencies
  - New maintenance request
6. Action list update and review

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