

Input Department name
Input Plant name

Terms of reference

Meeting:	Weekly Performance Meeting
Objective:	Review of weekly operational performance depending on plant objectives and challenges. Analyze deviations from the production and maintenance planning, equipment breakdowns,
Location:	Input meeting location
Frequency:	Weekly, (extending the Friday Daily Operation Meeting)
Duration:	2 hour
Chairman:	Production Manager
Participants:	Plant Manager, Production Manager, Quarry Manager, Shift manager on duty, Process Manager, Quality Manager, Maintenance Manager, Preventive Maintenance Manager, Mechanical Maintenance Manager, Electrical Maintenance Manager, Dispatch Manager, H&S Manager, Environmental officer
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 • Implement assigned actions • Communicate decisions further to their teams
Used documents:	<ul style="list-style-type: none"> • Safety incidents reports • RCA follow up • Weekly maintenance performance dashboard • Weekly Pareto analysis • Action tracking list
Outcome:	Update of the plant actions tracking list with the new corrective actions.

Agenda:

1. Safety
 - Incidents and awareness
 2. Manufacturing from Quarry to Dispatch
 - Deviations from planning
 - Weekly performance overview
 3. Quality
 - Customer complains
 - Weekly performance overview
 4. Maintenance
 - Equipment breakdown and emergencies
 - New maintenance request
 - Weekly performance overview
 - Pareto analysis for the week
 5. Action list update and review
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