APPENDIX S   
FORMAT OF MINUTES

**CPR 183/F9**



|  |  |  |  |
| --- | --- | --- | --- |
| Minutes | | | |
| Date:  Time:  Location: | | | |
| NAME OF COMMITTEE |  | | |
| CHAIRPERSON |  | | |
| SECRETARY |  | | |
| Attendees |  | | |
| Agenda |  | | |
|  | | | |
| **MIN 01/13: e.g Opening remarks and adoption of agenda items** | | | |
| Discussion/  RESOLUTIONS |  | | |
| Conclusions |  | | |
| Action item | | responsible | Deadline |
|  | |  |  |
|  | |  |  |
|  | | | |

The meeting adjourned at ....................

Minutes prepared by: ............................ Date: ............................

**Secretary**

***Confirmed copy of the minutes is available in KEBS e-committee server and printed copy shall be deemed unconfirmed unless certified by KEBS***