**M7 Management Review Minutes**

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| **Business name:** |  | **Date:** |  |

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| AGENDA ITEMS |
| * Previous Meeting Minutes
* Follow-Up of previous Customer Complaints, Non-conformance, Corrective and Preventative Action (as required).
* Current Customer Complaints and feedback
* Deficiencies Identified by Corrective and Preventative Action Reports that may require changes to procedures
* Internal Audit Results
* External Audit Results and preparation
 | * Any Planned testing, Micro, Soil, Water tests
* Continuing suitability and effectiveness of the Sustainability Action plan
* Business metric report
* Any Regulatory requirements that requires addressing
* Training needs review
* Changes that could impact on the Environment Management System
* Any Other Relevant Business:
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| **MINUTES AND DETAILS OF ACTIONS REQUIRED** | **ACTIONS REQUIRED** |
| **Actions to be completed:** | **Worker(s) responsible**  | **Due by** |
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