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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 * 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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