

# EMS Management Review Meeting

## Meeting Details

<b>Date</b>	
<b>Time</b>	
<b>Location</b>	
<b>Chairperson</b>	
<b>Attendees</b>	
<b>Absentees</b>	

## Agenda

1. Review of Previous Meeting Minutes
2. EMS Performance - Objectives & Targets
3. Compliance Obligations
4. Internal / External Audit Results
5. Non-conformities, Corrective & Preventive Actions
6. Environmental Performance and Monitoring
7. Resource Needs
8. Opportunities for Improvement
9. Stakeholder Communications
10. Other Business

## Discussion Notes

<b>Topic</b>	<b>Discussion</b>
Review of Previous Minutes	
EMS Performance	
Compliance Obligations	
Audit Results	
Non-conformities & Actions	
Environmental Performance	
Resource Needs	
Opportunities for Improvement	
Stakeholder Communications	
Other Business	

## Actions & Responsibilities

<b>Action</b>	<b>Responsible</b>	<b>Deadline</b>	<b>Status</b>

# Conclusions & Recommendations

## Next Meeting

Date	
Time	
Location	

Prepared by:  
Date: