

## Management Review Meeting Minutes

**Company Name:** Structural Repair Solutions Ltd

**Location:** Windsor Office

**Date:** 1st June 2024

**Time:** 10:00 AM - 12:00 PM

**Attendees:**

- Roger Line (Managing Director)
- Laura Flynn (Finance Director)
- Neil Smuts (Technical Director)

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### 1. Welcome and Introductions

**Roger Line:** Opened the meeting and welcomed all attendees.

### 2. Review of Previous Meeting Minutes

**Roger Line:** Reviewed the minutes from the previous management review meeting held on 1st March 2024.

- Actions from the previous meeting were discussed and confirmed as completed.

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### 3. Quality Management System (ISO 9001)

**Laura Flynn:**

- **Performance Review:**
  - Reported on the quality objectives and key performance indicators (KPIs).
  - Noted that customer satisfaction has increased by 8% in the last quarter.
  - Highlighted a reduction in non-conformities by 12%.
- **Continuous Improvement:**
  - Discussed recent improvements in the project management processes.
  - Suggested implementing additional training sessions for new software tools.
- **Audit Results:**



- Internal audits show compliance with ISO 9001 requirements.
- No major non-conformities were found during the last external audit.

**Actions:**

- Laura Flynn to arrange additional training sessions by the end of July 2024.
- Neil Smuts to follow up on minor audit findings and report progress in the next meeting.

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#### 4. Environmental Management System (ISO 14001)

**Neil Smuts:**

- **Environmental Performance:**

- Presented the environmental performance metrics, including waste reduction and energy consumption.
- Noted a 10% reduction in waste generation.
- Energy consumption decreased by 5% due to new energy-saving initiatives.

- **Compliance and Audits:**

- Confirmed compliance with all relevant environmental regulations.
- Recent internal audit identified opportunities for further waste segregation improvements.

- **Sustainability Initiatives:**

- Discussed ongoing sustainability projects, such as the installation of solar panels on the office roof.

**Actions:**

- Neil Smuts to develop a detailed plan for improving marine operational practices by the end of June 2024.
- Laura Flynn to oversee the implementation of the new accounting team and provide an update in the next meeting.

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#### 5. Occupational Health and Safety Management System (ISO 45001)

**Neil Smuts:**

- **Health and Safety Performance:**



- Presented health and safety statistics, noting zero reportable accidents in the last quarter.
- Highlighted an increase in near-miss reporting, indicating a positive safety culture.
- **Training and Competence:**
  - Discussed the completion of recent health and safety training programs.
  - Suggested more frequent refresher courses to maintain high safety standards.
- **Audit Results and Compliance:**
  - Internal audits confirmed compliance with ISO 45001.
  - Mentioned the upcoming external audit scheduled for the end of June 2024.

#### **Actions:**

- Neil Smuts to schedule refresher training sessions for all employees by mid-August 2024.
- Roger Line to ensure all necessary documentation is prepared for the external audit.

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## **6. General Business**

### **Roger Line:**

- **Resource Allocation:**
  - Discussed the need for additional resources to support ongoing and upcoming projects.
  - Proposed hiring one new project manager to handle the increased workload.
- **Employee Engagement:**
  - Laura Flynn shared feedback from the recent employee survey.
  - Highlighted areas for improvement in communication and team building.

#### **Actions:**

- Laura Flynn to initiate the recruitment process for one project manager by the end of June 2024.
- Neil Smuts to develop a plan to address employee engagement issues and present it in the next meeting.



## 7. Next Meeting

### Roger Line:

- Scheduled the next management review meeting for 1st September 2024.

Meeting Adjourned: 12:00 PM

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### Minutes Prepared By:

Name: Neil Smuts

Position: Technical Director

### Signature: \_\_\_\_\_

Date: 1st June 2024

