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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 or practices  Internal Audit Results  External Audit Results and preparation | Any Planned testing, Micro, MRL, Water tests.  Review of Approved Suppliers  Continuing suitability and effectiveness of the Quality Management System, Quality Policy and Measurable Objectives  Any Regulatory requirements that requires addressing  Training needs review  Traceability test and Mock recall (where required) completed  Any Other Relevant Business: |

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| **MINUTES AND DETAILS OF ACTIONS REQUIRED** | **Worker(s) responsible** | **Due by** |
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