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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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