

Ref:	NR/L3/MTC/PL0175/07
Issue:	4
Date:	04 September 2010
Compliance date:	04 September 2010

**Infrastructure Maintenance Planning Handbook –
Weekly Section Manager Review Meeting**

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1 Purpose

This process is used to prepare and have all necessary documentation available for the weekly Section Managers Review meeting.

2 Scope

This work instruction applies to the Delivery Unit Section Managers' reviews for all disciplines. It is used to review work done, existing plans, future work plans, review of asset compliance and productivity. The holding of this meeting is mandatory

3 Preparation

3.1 Resources required:

Attendance by appropriate level of staff:

- Section Manager (Mandated)
- Section Planner (Mandated)
- Supervisors as required
- Maintenance functional engineer (optional)

3.2 Planning considerations:

- standardise the time when you hold the meeting
- use a standard agenda

NOTE Appropriate paperwork should be available, for example work orders, reports and action log from previous meetings.

4 Process

4.1 Weekly Section Manager review Agenda

4.1.1 Stage 1 – Section Manager and Section Planner – Section Performance.

- feedback on last meeting's action log and review of problems arising
- review of the section's compliance indicators
- review with supervisor the performance of each team or gang in the last week
- Section Manager shall identify 'good' and 'bad' results to provide explanations for the performance
- productivity feedback from latest 'Flash Reports'
- plan for this week