

### Minutes of Meeting

**Date:** 22nd January 2019

**Time:** 10:00 AM - 2:00 PM

**Location:** SMSA UAE HO Meeting Room, Al Fattan Plaza

Attendees	
Name	Department
Yasser Zahreddine	MGT
Shaji George	SLS
Muhammad Imran	CSD/RTL
Justin Kuriakose	SFD
Lalit Singh	FIN
Anushka Kannangara	IBU
Dilhan Dastakeer	OPS
Amir Mostafa	SLS
Mohammed Suhail	ITD

Matters & Agenda Discussed for Compliance Review			
Responsible Person	Matters & Agenda	Status	Deadline
Mohammad Bhaiyat	ISO Awareness	Closed	
	Wheel 2019		
	Internal Factors		
	GAP Analysis		

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	ISO Awareness	Mohammad Bhaiyat	Training for ISO Awareness for Senior Management Staff Conducted	Closed	N/A
2	Wheel 2019	Mohammad Bhaiyat	Discussed Wheel for 2019. Senior Management suggested slight changes in the targets. New plan to be submitted in the next couple of weeks.	Closed	N/A
3	Internal Factors	Mohammad Bhaiyat	Discussed internal factors that affected the previous year's wheel report and suggested corrective actions. Also discussed factors that may affect the upcoming audits and suggested ways of coming up with contingencies.	Closed	N/A
4	GAP Analysis	Mohammed Bhaiyat	Went through list of questions that may be	Closed	N/A

asked during audit and suggested to have the evidences ready beforehand so as to avoid non-compliances.