

Minutes of Meeting

Date: 25 May 2017

Time: 1200-1330

Location: Conference Room, Umm Ramool, Dubai

Attendees

Name	Department
Shaji George	Sales
John D'Cruz	Operations
Paramananda Kamath	Finance
Anushka Kannangara	IBU
Muriel Jullado	IBU

Matters & Agenda Discussed for Compliance Review

Responsible Person	Matters & Agenda	Status	Deadline
All Departments	Internal & External Audit	Open	1-Jun-17
Department Heads	Coaching & Mid-yr Evaluation	Closed	25-May-17
Department Heads	Job Description Document	Closed	1-Jun-17
Department Heads	Staff KPI	Open	31-May-17
Muriel Jullado	UAE Org Chart	Open	1-Jun-17
All Departments	Procurement/Purchase Approval	Closed	25-May-17
Department Heads	Growth and Achievements	Closed	25-May-17
Department Heads	Staff Attendance	Closed	25-May-17
Department Heads	SMSA Vehicle Parking	Closed	25-May-17

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Internal Audit (IT)	Mohammed Suhail	To create (IT) planning and processes that are applicable for UAE based on KSA standard processes. IT to be included in the ISO External Audit. Planning to be submitted to Shaji today EOBD.	Open	25-May-17
	Internal Audit (QRM)	All Departments	Edwin to visit UAE from 4th June to 7th June to conduct a 2nd internal audit in preparation of the ISO External Audit which will happen on 10th-12th July 2017.	Open	1-Jun-17
			Anushka to lead a pre-audit preparation starting next week to make sure that each staff is aware of the documentation,		

			processes, policies, and procedures of		
			SMSA.		
2	Coaching	Department Heads	To identify GAPs of each individual as	Closed	25-May-17
			per the coaching checklist set for each		
			department. Coaching forms to be completed		
			before the 15th-20th of July.		
	Mid-yr Evaluation	Department Heads	Mid-yr evaluation to be conducted by all	Closed	25-May-17
			Department Heads on the appraisal period		
			set 15th-20th of July 2017.		
3	Job Description Document	Department Heads	To review and finalize all JDs of each staff to	Open	1-Jun-17
			be signed off to complete HR Employee File.		
4	Staff KPI	Department Heads	Each department head is to maintain an	Open	31-May-17
			individual dashboard of their staff to		
			monitor set KPI. Finalized individual		
			dashboards to be sent to Shaji by Wednesday		
			next week. Individual staff KPI will be		
			discussed on the first week of the month		
			during the Management Meeting.		
5	UAE Org Chart	Muriel Jullado	Org chart needs to be revised, submitted	Open	1-Jun-17
			to QRM and uploaded in GUIDE.		
6	Procurement and Purchase Approval	All Departments	Operations non-compliance of the process	Closed	25-May-17
			discussed and standard process explained		
			and strict compliance is requested to all		
			Department Heads.		
7	Growth and Achievements	Department Heads	Achievements within the departments	Closed	25-May-17
			shall be discussed on the next meetings to		
			monitor the growth within the company.		
8	Staff Attendance	Department Heads	Management and Staff attendance and	Closed	25-May-17
			late reporting without permission or		
			information was discussed. Going forward		
			Department Heads to monitor. A memo to		
			be created by HR for strict compliance.		

[illegible]