

## Minutes of Meeting

**Date:** 12 July 2017

**Time:** 4:30 - 4:45

**Location:** Dubai, UAE

### 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	ISO Internal Audit	Closed	12-Jul-17

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	<b>Departmental Processes</b>	All	A complete revisiting and remapping of all the department's processes will be done.	Closed	12-Jul-17
			Not a single process will be changed or altered unless Shaji has a knowledge about it and there is an approval from him.		
			All NCs that were raised from the beginning will be revisited and Shaji with the help of Anushka will be leading the task with zero tolerance.		
2	<b>JAFZA Processes</b>	All	JAFZA's road freight operation will be sorted out within 15 days starting tomorrow July 13, 2017.	Closed	12-Jul-17