

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	Departmental Processes	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	JAFZA Processes	All	JAFZA's road freight operation will be sorted out within 15 days starting tomorrow	Closed	12-Jul-17
			July 13, 2017.		