

Minutes of Meeting

Date: 17 Jan 2018

Time: 10:00 - 12:00

Location: Conference Room, Umm Ramool, Dubai

Attendees

Name	Department
Shaji George	MGT
Paramananda Kamath	FIN
Anushka Kannangara	OPS
Mohammed Suhail	ITD
Justin Kuriakose	RFN
Muriel Jullado	IBU
Yathiraj Kotian	HRD

Matters & Agenda Discussed for Compliance Review

Responsible Person	Matters & Agenda	Status	Deadline
All	Review of the last MOM 12/13/17	Closed	
All	Review of the GAPS/CAPA from previous audit	Open	21-Jan-18
All	Follow ups and updates of activities and projects	Open	21-Dec-18

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Review of the last MOM	All	Summary of the discussion from the last minutes of meeting report has been discussed (12/13/17). Updates gathered from those that are pending, some have been verified but kept open.	Closed	
2	Review of the GAPS/CAPA from previous audit	All	- SWOT/RISK Analysis will be resent to the concerned parties and residual CAPAs will be made for the documents made in 2017. New SWOT/RISK Analysis will be finalized by beginning of next week.	Open	21-Jan-18
		All	- KPI Report for December 2017 to be submitted by the proposed deadline	Open	21-Jan-18
		All	- KPIs for 2018 will be made as per 2018	Open	TBC

			IBU Wheel		
		Anushka/Justin	- All Operations-related GAPS and CAPA will be finalized and related documents to be submitted to Manshoor.	Open	21-Jan-18
3	Follow ups and updates of Activities/Projects	All	- Departmental AOP to be submitted to Shaji as per deadline	Open	24-Jan-18
		Suhail/Anushka	- To ask for 1 sample of the new android from KSA to get familiarized with the device, update to be given as per deadline	Open	21-Jan-18
		Muriel	- Asset tagging for Dragon Mart to be finalized	Open	21-Jan-18
		Yathiraj	- Follow up on SMSA decals for new Avalon TP truck, update to be given as per deadline	Open	21-Jan-18
		Anushka	- Update on Abu Dhabi RSC Trade License	Open	24-Jan-18
		Yathiraj	- Update on Umm Ramool Municipality Approval	Open	24-Jan-18
		Anushka/Yathiraj	- To check on companies providing SLA for normal car wash for fleet and update as per deadline	Open	24-Jan-18
		Shaji/Justin/Anushka/ Kamath	- Customs fine for DAFZA/JAFZA to be discussed with Mohannad and Mohammed Bhaiyat. Procecss and job responsibility of staff to be established.	Open	22-Jan-18
		Anushka	- Formulate High Value shipment import process	Open	24-Jan-18
		Justin	- Finalize Work instruction and declaration of Mirsal II	Open	24-Jan-18
4	TP Security Access to Warehouse	All	- Off-hours security on duty should not have access to the Operations warehouse	Closed	17-Jan-18