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| Title: Management Review Meeting 2021 – Unit 1 \_\_\_\_\_\_\_\_\_ | Date (held on): 22-10-2021 |

Following are the minutes:

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| **Sr. No** | **Decision** | **Responsibility** | **Target date (if any)** | **Sign of Resp. Person (If any)** |
| 1. | Incident reporting on some minor incidents not being done. All department heads must make sure to report all minor or major incident to compliance team | All HODs |  |  |
| 2. | Assembly point should be shifted to another ground (in front of admin office) as current assembly point made a storage area. | Admin & Compliance | 05-11-2021 |  |
| 3. | Update SWOT analysis to add halal certification in strength, fuel price up in threats etc. | Compliance Team | 01-01- 2022 |  |
| 4. | Safety layout should be updated as per new changes in different areas. | Compliance Team | 25 Feb 2021 |  |
| 5. | All departments will compile performance report of year 2020 to submit compliance team after GM verification. | All departments | 25-12-2021 |  |
| 6. | Fire hydrant installation should be complete ASAP. | Maintenance | 31-01-2022 |  |

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By (Chair Person):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_