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| Title: Management Review Meeting 2021 – Unit 2 \_\_\_\_\_\_\_\_\_ | Date (held on): 16-11-2021 |

Following are the minutes:

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| **Sr. No** | **Decision** | **Responsibility** | | **Target date (if any)** | | **Sign of Resp. Person (If any)** |
| 1. | All operational sections must ensure that the takkiyan after usage should be thrown into designated waste bin having water and should properly wet. | Labs & productions head | |  | |  |
| 2. | Exhaust fan/ducting system should be installed in basement (Store area) and PCC production hall by keeping in view all relevant hazards. | EMD In-charge. PCC Production & store head | |  | |  |
| 3. | Cargo lift should be made safe for use by installing full size doors, limit switch and shifting operational control outside of lift. | EMD In-charge | |  | |  |
| 4. | Civil maintenance should be done to prevent water leakage in the basement. | Admin | |  | |  |
| 5. | Dengue spray should be done internally in the building. | Admin | |  | |  |
| 6. | Sign board for slip hazard should be arranged and used in operational halls while sweeper mopping. | HOD & Admin | |  | |  |
| 7. | Update SWOT analysis to add halal certification in strength, fuel price up in threats etc. | Compliance Team | |  | |  |
| 8. | Numbering for proper identification should be done on production pots | Head of PCC & LMD Production | |  | |  |
| 9. | Safety layout should be updated as per new changes in different areas. | Compliance Team | |  | |  |
| 10. | Root cause and corrective actions against Customer complaint are not properly defined by lab in some customer complaints because of insufficient information from sales end, so system of customer complaint should be reviewed and updated for effective outcome. | Compliance team, sales and Lab head. | |  | |  |
| 11. | Washing line of SMDE to be removed from RM store | GM Yaqoob sb. Store Head and admin | |  | |  |
| 12. | At least one set of spare parts of critical machines to be in stock to meet any emergency | EMD In-charge | |  | |  |
| 13. | Staff to be encouraged to raise dangerous occurrence | Compliance Team | |  | |  |
| 14. | Good quality light Eye Protection (LEP) to be purchased | Admin | |  | |  |
| Pending Tasks from Last MRM | | | | | | |
| 1. | Installation of fire hydrant system in unit 2 | | EMD & Compliance Team | |  |  |
| 2. | EPA approval for NOC (Unit 2) | | GM Admin | |  |  |
| 3. | Installing emergency exit staires outside the building in unit 2 | | EMD & Compliance Team | |  |  |
| 4. | RM coding should be simplified in SAP to lower the chance of misunderstanding of store team. | | Lab, procurement and store heads | |  |  |

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