

Document #:

HGGC/HSEQ/SOP-02

Rev #

01

Effective Date

01-01-2022

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01-01-2025

[illegible]

**Title: HSEQ MEETING PROCEDURE****Document #:****HGGC/HSEQ/SOP-02****Rev #****01****Effective Date****01-01-2022****Review Date****01-01-2025**

HSEQ Meeting Procedure

1 PURPOSE:

- 1.1 The purpose of this procedure is to provide a forum where Management and non-management staff discuss Company HSEQ related issues.

2 SCOPE:

- 2.1 This system shall be applicable to all employees of **M/S HAJI GUL GROUP OF COMPANIES**.

3 DEFINITIONS:

- 3.1 **HSEQ:** "Health, safety, environment & quality"
 3.2 **CEO:** "Chief Executive Officer"
 3.3
 3.4 **DO:** "Director Operations"
 3.5 **MOM:** "Minutes of Meeting"
 3.6 **ASAP:** "As soon as possible"

4 RESPONSIBILITIES:

- 4.1 HSEQ Manager shall be responsible to form an HSEQ environment covering of Management and non-management staff.
 4.2 HSEQ Manager shall ensure monthly HSEQ meeting. CEO or DO shall chair the meeting.
 4.3 HSEQ Manager shall maintain the MOM of every HSEQ meeting for action and follow-up.
 4.4 HSEQ Manager shall communicate and follow-up for the action items to the concerned person/department.
 4.5 HSEQ Manager shall provide update to the team on actions taken on not taken by the concerned.

5 PROCEDURE:

- 5.1 HSEQ Manager shall arrange HSEQ meetings on monthly basis.
 5.2 HSEQ Manager shall identify major issues regarding HSEQ within the business environment and shall only be discussed in HSEQ meetings and recorded in the corrective action follow-up sheet.
 5.3 HSEQ Manager shall record the meeting detail as MOM and shall circulate the MOM to all concerned.
 5.4 HSEQ Manager shall send meeting agenda to all concerned 3 days prior to the meeting date.

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5.6.1 Location: Write the name of the location where the HSEQ meeting was held.

5.6.2 Date and Time of the meeting.

5.6.3 Agenda: Items discussed in the last meeting and any new item.

5.6.4 Priority: Items need to be discussed on priority basis in the meeting.

5.6.5 Attendees: Names of participants in the meeting.

5.6.6 Signature: Take the signature of each participant.

5.6.7 Action Items: Actions to be taken.

5.6.8 Target Date: Target date for each action item.

5.6.9 Responsibility: Person responsible to close the action item.

5.6.10 MOM: Minutes of the meeting.

6 RECORDS:

| 1 | Minutes Of Meeting Form (MOM) | HGGC/HSEQ/FM002 | 1 Year |
|---|-------------------------------|-----------------|--------|

| Prepared by: | | | |
|----------------------|------------|-----------------------------|-----------|
| Designation | Department | Date | Signature |
| Manager (Operations) | Operations | Jan 01 st , 2022 | |

| Reviewed by: | | | |
|----------------|------------|-----------------------------|-----------|
| Designation | Department | Date | Signature |
| Manager (HSEQ) | HSEQ | Jan 01 st , 2025 | |

| Approved by: | | | |
|--------------|------------|-----------------------------|-----------|
| Designation | Department | Date | Signature |
| CEO | All | Jan 01 st , 2025 | |

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