

TITLE: EMC Meeting – KGA Mall,
Changanassery. MOM 01**DATE**

:03.10.2022 - 5.00pm

PLACE

: KGA Site Office

RECORDED / REVIEWED BY

James Joseph/Abraham Thomas

Document - Version - Date

Minutes of Meeting - R0.0 -

Dt.22.05.2022

Attendees (NAME, Designation, Organisation)**INITIALS**

	Abraham Thomas , Project Manager , KGA	PM	EMC Members	
	James Joseph, Senior Planning Engineer, KGA	SPE	EMC Members	
	Anilkumar, M S, Project Engineer, KGA	PE	Site team	
	Tomy Thomas Admin & Account, KGA	TT	EMC Members	
	Mathew Varghese , Junior Engineer, KGA	JE	Site team	
	Linson V Thomas, Trainee Engineer, KGA	TE	Site team	
	Byju, K C, HSE Lead, KGA	HSE	Site team	
	Saji M Mathew, Supervisor, KGA	SR	Site team	
	Jithin John Jacob, Trainee Engineer, KGA	TE	Site team	
	Shijoy N F, Surveyour, KGA	SVR	Site team	
	Karthikeyan S, QS, KGA	QS	Site team	

DISTRIBUTION:All attendees
Board of Directors
File

Sl. No.	Description	Action By	Target / Actual Close Date	Remarks
A	Points Discussed			
1	EMC meeting has been conducted at the KGA site office mentioning the following points to be discussed in all meetings such as Air pollution, noise pollution, water pollution, mud controlling while on pile works, soil contamination works, oil leakage precautions, biodiversity replantation, landscape works, Socio economic conditions – Help & social interaction & to neighborhood & other MOEF conditions to be evaluated and checked quarterly without fail.	HSE	Info	
2	KGA HSE Mr Byju has been appointed as the coordinator for the meeting to address the issues at the site and take appropriate actions and updating to the EMC members team without fail to take appropriate decisions concerning the site environmental issues.	HSE	info	
3	Vehicles while entering the site for concrete & other pile boring works proper road dust control measures has to be adopted by sprinkling the water respectively. Also if any loose soil partly has to be removed and placed accordingly.	HSE & PE	info	
4	In respect of the noise pollution while pile boring works proper usage of ear plugs has to be ensured by the HSE team of both client and contractor side without fail.	HSE	info	

5	Waste management at the site to be segregated in the appropriate bins as mentioned in the HSE policy for each type of waste and to be disposed as per the rules and regulations pointed in the HSE plan and to be ensured by all the EMC members at the site.	EMC team	info	
6	Social interaction and other help to the neighbourhood is the key for the project success. At the time of pile boring works if any noise disturbance happened will be adequately monitored and reduce the boring speed to continue the work and not affecting the project progress effectively.	HSE, PE, JE & TE	info	
7	EMC team appointed the contractor site team to construct the wash bay for the vehicles entering the site to pass through and clean the tyres appropriately and wash out any accumulated debris from the site without fail.	PE, JE & TE	15-10-23	
8	EMC decided to have its next quarter meeting and will address any pending issues or any important matters for management consideration.	-	07-02-23	

Note: - All concerned are requested to review the minutes and verify the points noted herein. In case of any discrepancies, bring it to the attention of **James Joseph, KGA Group**, immediately. In case of no comments received from any of the concerned parties within 2 days of the issuance of this document, the points mentioned here shall be considered as true record of the meeting held and as accepted by all attendees. Also, please note that the closed mentioned points in the current minutes will only be removed in the next meeting minutes.