

TITLE: EMC Meeting – KGA Mall,
Changanassery. MOM 02**DATE**

:07.02.2023 - 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	JE	Site team	
	Linson V Thomas, Trainee Engineer	TE	Site team	
	Byju, K C, HSE Lead	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	Vehicles that while entering the site for clearing the boring mud from the site to be monitored accordingly in controlling the dust while shifting the mud from the pit and should have to enter the maintained wash bay without disturbing the MC road for any disposal of loose mud. if anything found has to be cleaned immediately with the appointed contractor labour gang at the gate 2 without fail by sprinkling the water and using the broom to make it clean 24/7	HSE & PE	Info	
2	EMC team addressed the waste management at the site and approved to purchase the red, green blue waste bins to be kept at main areas for proper management of the waste. Meeting made the point that the usage of each bins to be known to every one at the site such as red for general waste segregation, green for kitchen and other food waste, blue for plastic-wrap and other non-biodegradable.	HSE & EMC Team	Info	
3	The washbay facility at the site has been constructed as planned and the vehicles entering the site maintaining the facility and periodically monitored by the EMC team for any further improvement in the system. Next review on the facility will be done quarterly as decided by the EMC team.	HSE & EMC Team	10-05-23	

4	EMC team found that the waste management at the site was not managed properly due to proper awareness at the grass root level. It has been decided to address the main issues and its practical use to be explained to the labours and show the process. EMC proposed to have a penalty fee to be imposed if anyone found violating.	HSE & Site team	Info	
5	EMC team decided to conduct a survey on the neighbourhood houses to identify any issues that might happen at the time of construction process and document the same for future purpose. EMC appointed HSE & contractor HSE to interact with the neighbours and take appropriate photos of any sort of cracks happened and give them the emergency contact numbers for them to contact at any time.	HSE & Site team	Info	
6	The pile contractor team at the peak boring time due to project progress speed at the night noise pollution has been observed by the EMC team and the complaints has been raised from the neighbourhood. EMC decided to address the issue with the contractor team and find the appropriate solutions to mitigate the issue without affecting the progress. EMC proposed to continue only the concrete works at the night and other boring works has to be finished in the day time by that way the noise can be arrested to an extent.	EMC team	Info	
7	EMC decided to have its next quarter meeting and will address any pending issues or any important matters for management consideration.	EMC team	10-04-23	

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.