

TITLE: EMC Meeting – KGA Mall,
Changanassery. MOM 03**DATE**

:10.04.2023 - 5.00pm

PLACE

: KGA Site Office

RECORDED / REVIEWED BY

James Joseph/Abraham Thomas

Document - Version - DateMinutes 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	The washbay facility at the site has been reviewed on the facility as decided by the EMC team and found actively maintaining the as required.	-	-	

2	EMC team 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 and documented the file for future reference.	HSE	info	
3	The pile contractor team while shifting the boring mud from the site has been found manipulating the facts that the said material was moved without proper document. Due to this the stop memo was issued by the concerned department to stop the material shifting. EMC team addressed the issue with the concerned department and said that the material is of liquid format coming after pile boring and	EMC team	info	
4	Site team reported EMC that while on inspection time the diesel from the generator found to be having leakage. EMC team proposed to place a manula tray beneath the leakage and take appropriate maintenance and arrest the leakage by mitigating to further extent to the soil contamination. EMC discussed to have a proper review on all machinery status in the quarter meeting without fail.	EMC team	10-04-23	
5	Site team found a small fire has been broken out at the site due to oil spillage which has been used for the shuttering purpose at the drain area. Immediate action has been taken by the HSE team by sprinkling the water and removing the contaminated soil from the area and kept seperately for disposal as per the hazardous waste disposal by the third party agency.	HSE	info	
6	EMC team decided to seek the approval of the management if in any case of need for removal of hazardous material from the site an external agency help to be taken. EMC team appointed HSE to take the necessary quotes from the appropriate vendors for consideration by the EMC team.	HSE	30-06-23	
7	For the need of construction purpose trees need to cut down and the same has to be documented in the tree register with proper position and survey coordinates. EMC team appointed the HSE to update the register as and when required for the third party review and in a presentabpe manner. The register to be reviewed in the next meeting for any updation or any further improvement.	HSE	15-08-23	
8	EMC decided to have its next quarter meeting and will address any pending issues or any important matters for management consideration.	EMC team	15-08-23	

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.