

TITLE: EMC Meeting – KGA Mall,
Changanassery. MOM 04**DATE**

:15.08.2023 - 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	
	Karthikeyan S, QS, KGA	QS	Site team	
	Shijoy N F, Surveyour, KGA	SVR	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 appointed HSE to conduct the mock drill at the site while on any emergency situation how the site will be handled and the concerned injured person will be shifted to ESI hospital for further treatment. EMC decided to conduct the xxx date without fail and update the timings for record and further proceedings.	HSE	15-09-23	
2	Site & EMC team jointly conducted the inspection review on all machinery status and found that the calibration and other necessary documents has been updated as per the policy and well before the renewal period without fail.	Site team	info	
3	EMC team reviewed the tree register and found satisfactory and the instructed HSE to update any further cut down of tree in the future without fail.	HSE	info	
4	After receiving all the drawings from the concerned department the application for earth removal has been submitted at the Geology department for issuing the permit based on which the excavation works can be started accordingly.	EMC Team	info	
5	HSE received the necessary quotations from the hazardous material shifting agency for approval from the EMC management team.	-	31-12-23	

6	EMC team received adequate complaints from the neighbouring shops due to dust issues while shifting the earth material from the site. It has been instructed to do the water sprinkling on adequate times on the road at frequent intervals to minimize the dust. HSE to take the appropriate action if found any violation in this regard.	HSE	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	28-12-23	

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.