

Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Operation Safety Procedural Forms/Checklists – HSE Minutes of Meeting Form

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COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev. No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
1	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford	Uwe Kilueger	1 st April 2015
1	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford	Uwe Kruleger	1 st April 2015
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HSSELQ DEPARTMENT

MINUTES OF MEETING					
Chairperson:	Purpose of Meeting:				
Ref:	Date/Time of Meeting:				
Location:	Meeting No:				

Atte	endees:	Name	Initials	Title	Company	Email
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

	Descriptio	n		Action I	Party	Acti	on Date	Closed / Open
1.0								
1.1								
1.2								
1.3								
2.0								
2.1								
2.2								
2.3								
3.0								
3.1								
3.2								
4.0								
4.1								
4.2								
5.0								
5.1								
Absentees/Circulation:								
1.								
2.								
Attachments:								
Signed By: Date of Next Meeting:								

Note:

 $The \ minutes \ of \ the \ meeting \ is \ deemed \ acceptable \ if \ there \ is \ no \ further \ comment \ on \ each \ parties \ until$