

<b>Minutes of Meeting</b>	
<b>FIRE, LIFE AND SAFETY</b>	
On 26th Dec 2017 @ 3pm Training Room	
<b>MH- Mr. Mukhtar Hussain - FLS Conductor</b>	
<b>Present:</b>	<b>Not Present:</b>
GS - Mr. George Sarkis - Director of Food and Beverages	RM - Mr. Riju Mammen - IT Manager
AM - Mr. Akbar Motani' - HR & Training Manager	CD - Ms. Caroline D'Souza - Safety, Housing and Liaison Officer -
SY - Mr. Sameh Youssef - Executive Chef	VD - Mr. Vincent D'Souza - Director of Finance(AL)
LA - Ms. Lorena Abao - Executive Secretary	SM - Mr. Soumya Mukherjee - Front Office Manager
HK-Hassan Khan -Engineering Shift Leader	
BA- Mr. Bahaa Al Wakeel- Security Manager	
Particulars	Actions
<b>1. Review Incident and Crisis Plan</b>	No latest information's to update in the crisis manual. The latest manual have been kept in common driver HIAB FLA folder by LA.
<b>2. Review Major Incident Profile Sheet</b>	Updated major incident profile is recommended to share with staff and have it on departmental staff safety notice board.
<b>3. Review Risk Assessment process covering all activities within the hotel</b>	Again it was emphasis by MH to look into your relevant areas and adopt the best practice of conducting risk assessment to reduce the hazard. Health club department is submitting the risk assessment regularly which is appreciated.
<b>4. Review points from GM &amp; HOD Checklist compliance records</b>	FLS calendar will be updated on merlin and same procedure will be in place where engineering desk coordinator will be distributing the HOD check list and other relevant documents related to FLS as per calendar to meet the criteria of FLS operational standards.
<b>5. Review Terror Risk Assessment</b>	Periodical terror risk assessment is in place. Security of the property should be proactive and more alert during new year eve. Detail presentation have been shared by Mr. Bahaa.
<b>6. Review of Water Quality Procedures and Records</b>	With reference to the last visit of DM inspector and report received on violations, MH has updated that shower head internal parts cleaning is ongoing as all heads are being dismantled for disinfection, more than 90% of the rooms have been done. In addition auto dosing system for domestic water distribution system have been installed and we have already confirmed the installation of plate type heat exchanger through air conditioning chillers for water cooling system which is expected to be complete by mid Jan 2018. Other all routine practices towards the safe water management are ongoing and reports are being uploaded on DM portal regularly. Water tanks cleaning and disinfection of the water storage system have been done.
<b>7. Review Cleaning Schedules for extract ventilation and records</b>	kitchen duct cleaning have been completed and certificate have been received on 6 monthly basis by green horizon.
<b>8. Review Pest Control procedures and records</b>	Pest control of the property is ongoing process as per AMC by following DM guidelines. No major issue so far during the month of December.
<b>9. Review PAT and Fixed Wiring Testing and Certificates</b>	Periodic test of electrical installation is taking place by in house engineering on 6 monthly basis.
<b>10. Review Lift Maintenance Reports and Load Testing Certificates</b>	6 monthly safety inspection certificates have been received for all 9 elevators. Only MELD has to be change as those are week and due for replacement as per ETA melco safety standard.
<b>11. Review Calorifire Maintenance Reports</b>	Calorifires are functioning properly with 6 monthly cleaning and yearly safety inspection procedure. Next cleaning is due in December and schedule is already in place.
<b>12. Review Eyebolt/Window Cleaning Schedule and Cradle Test Records</b>	3rd party safety inspection of the cradle machine is done and safety certificate have been received by B safe approved company by DM.
<b>13. Review Contractor Indemnity Forms</b>	Contractor indemnity forms are being handled by security department and system is in place effectively.
<b>14. Training &amp; Communication</b>	ERT training session was canceled due to busy operation and less attendance which has to be reschedule. Other trainings are being taking place as per training calendar.
	Safety poster and 10 minute training program is on going process as per merlin FLS calendar.
<b>Review &amp; Evaluation</b>	

<p>&gt; Review and implemented action items from external consultant reports e.g. food hygiene, and etc.</p>	<p>3rd party safety inspection have been carried out from Profire safety consultant approved by DCD. The detail fire safety system inspection was done and there are they have certain recommendations to enhance the system which will be implemented once we received detail report from them. Certificate have been achieved which is vital part of hotel trade license renewal and fire safety contracts renewal process. In addition CCTV initial audit have been done by IES and report have been received for rectifications. Once the rectifications are completed, second audit will be conducted to obtain the certificate.</p>
<p>&gt; Review accident records/book</p>	<p>All incident report kept in the security office .</p>
<p>Other</p>	<p>Hotel trade license renewal process is already in place and trying to complete the requirements before expiry date of license. DCD inspection is expected for drawing approval process and hotel trade license also.</p> <p>DCD inspection which was schedule for 24th December have been postponed as they required sprinkler pipe warranty certificate. Fireco company have been informed to complete the requirements.</p>

Meeting adjourned at 3:30pm. Next meeting TBA