



# 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

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**HSELQ DEPARTMENT**

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

<b>Attendees:</b>	<b>Name</b>	<b>Initials</b>	<b>Title</b>	<b>Company</b>	<b>Email</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

	Description	Action Party	Action 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				
<b>Absentees/Circulation:</b>				
1.				
2.				
<b>Attachments:</b>				
<b>Signed By:</b>			<b>Date of Next Meeting:</b>	

**Note:**

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