



Meeting Details

Agenda													
Monthly IMS Performance Review													
Sl No.	Item Discussed	Action(s) Agreed	Action By	Due Date	Remarks	Upload	Status	Action Taken	Action Taken Status	Upload Action	Action status	Completion Date	Closing Remarks
1	Review monthly IMS activities	Review open actions	Adnan	30/09/2026	Routine review	Not Available	Open	Review initiated	Open	Not Available	Open	--	Pending
Preventive Maintenance & Equipment Review													
Sl No.	Item Discussed	Action(s) Agreed	Action By	Due Date	Remarks	Upload	Status	Action Taken	Action Taken Status	Upload Action	Action status	Completion Date	Closing Remarks
1	Review PM completion	Confirm open PMs	Kartik	30/09/2026	Monthly review	Not Available	In-Progress	PM records reviewed	Open	Not Available	Open	--	In progress
Document & Compliance Review													
Sl No.	Item Discussed	Action(s) Agreed	Action By	Due Date	Remarks	Upload	Status	Action Taken	Action Taken Status	Upload Action	Action status	Completion Date	Closing Remarks
1	Review controlled documents	Verify pending revisions	Adnan	02/10/2026	Document control	Not Available	Open	Revision review	Open	Not Available	Open	--	Pending