BIN JAMAL
RECRUITMENT SERVICES
SOLE PROPRIETORSHIP L.L.C.

# INTEGRATED MANAGEMENT REVIEW MINUTES AND RECORD

*ISO 9001:2015 Quality Management System | ISO 14001:2015 Environmental Management System*

## 1. Meeting details

| Record field | Details |
|---|---|
| Meeting date / time | 10-01-2026 10:00 AM |
| Location | BIN JAMAL OFFICE |
| Review period | ANNUALLY |
| Chairperson | TARIQ MARRI |
| Minute taker | Precious Sabellano |
| Meeting reference | BJRS-MR-2026--1001 |
| Next planned review | 09-01-2027 |

## 2. Attendance

| Name | Position / role | Attendance / signature |
|---|---|---|
| Mr. Tariq Marri | Managing Director / Top Management |  |
| Precious Sabellano | Hr / Recruitment |  |
| Darryl Saavedra/ Stanley Kingsley | Operations / Mobilisation | |
| Louise Evangelista | Administration / Document Control | |
| Modestus Emeka | Safety Representative |  |

## 3. Purpose and scope

To review the continuing suitability, adequacy and effectiveness of the integrated Quality and Environmental Management Systems for the company's recruitment and manpower-services activities. Scope may include client requirement review, candidate sourcing and screening, placement and mobilisation, personnel/client documentation, external-provider controls where applicable, service feedback, compliance obligations, and environmental aspects of office activities and any client/site operations under the company's control.

## 4. Review of previous actions

| Previous action / reference | Entrusted | Due date | Status and evidence | Decision |
|---|---|---|---|---|
| Review and update recruitment procedures to ensure candidates meet client requirements. | Darryl Saavedra/ Stanley Kingsley | 09-01-2027 | Updated procedure and revision record | Continue implementation and monitor effectiveness. |
| Improve verification of candidate documents before client submission and mobilization. | Precious Sabellano / Recruitment Team | 09-01-2027 | Pending verification — check recruitment files and document checklists. | Continue monitoring and close upon verification |

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## 5. Management review inputs

For each topic, record the actual information reviewed, evidence, conclusion and any action. The text below is a checklist, not a statement of company performance.

| Input / topic | Discussion to record | Outcome / decision |
|---|---|---|
| Changes in internal/external issues and interested parties | Reviewed client requirements, recruitment needs, staffing, and applicable requirements. | Continue monitoring changes and update procedures when required. |
| Quality and environmental objectives | Reviewed quality targets, recruitment performance, and office environmental practices. | Continue monitoring objectives and implement improvements where needed |
| Client satisfaction and feedback | Reviewed available client feedback, service concerns, and recruitment requirements | Maintain client communication and address concerns promptly |
| Process performance and service conformity | Reviewed candidate screening, document verification, recruitment, and contractor mobilisation processes. | Strengthen document checks and ensure candidates meet client requirements |
| Nonconformities and corrective actions | Reviewed available records of errors, issues, corrective actions, and pending items | Address identified issues and monitor corrective actions until closure. |
| External providers and outsourced processes | Reviewed relevant recruitment channels, training providers, medical providers, and transport services. | Monitor provider performance and ensure services meet company and client requirements. |
| Resources and competence | Reviewed staffing, employee competency, training needs, equipment, and operational resources. | Provide necessary training and resources to support effective service delivery. |
| Compliance obligations | Reviewed applicable legal, regulatory, client, and environmental requirements. | Maintain compliance records and address any identified gaps. |
| Environmental aspects and operational controls | Reviewed office paper use, printing, electricity, water consumption, and waste management practices. | Encourage responsible resource use and maintain appropriate environmental controls. |
| Environmental incidents and emergency preparedness | Reviewed available environmental incident records and applicable emergency arrangements. | Maintain emergency procedures and address any identified improvement needs |
| Communication and awareness | Reviewed communication with clients, contractors, employees, and relevant awareness and training needs | Maintain effective communication and provide awareness training where required |
| Continual improvement opportunities | Reviewed opportunities to improve recruitment procedures, documentation, client satisfaction, digital records, and environmental practices. | Implement practical improvements and monitor their effectiveness. |

## 6. Management review outputs and decisions

Record decisions actually agreed. Each action should have a named owner, due date and completion evidence.

| No. | Decision / action required | System | Entrusted | Due date | Evidence / status |
|---|---|---|---|---|---|
| 1 | Review and update recruitment procedures and candidate document checklists to ensure client requirements are met. | QMS | Darryl Saavedra/ Stanley Kingsley | 09-01-2027 | Updated procedures and document checklist |
| 2 | Review office environmental practices, including | EMS | Louise Evangelista | 09-01-2027 | Updated environmental |

| | | | | | |
|---|---|---|---|---|---|
| | paper use, electricity consumption, and waste management. | | | | records and review findings. |
| 3 | Review employee training, competency, and contractor mobilisation requirements. | Both | Modestus Emeka | 09-01-2027 | Updated training and competency records. |
| 4 | Review identified risks, audit findings, and corrective actions, and update relevant registers where necessary. | Both | Precious Sabellano | 09-01-2027 | Updated risk register and corrective action records |
| 5 | Monitor client feedback, recruitment performance, and resource requirements to identify opportunities for continual improvement. | Both | Mr. Tariq Marri | 09-01-2027 | Client feedback records, performance reviews, and improvement actions. |

## 7. Overall conclusions

| Review conclusion | Actual decision / rationale |
|---|---|
| Suitability of integrated management systems | The integrated Quality and Environmental Management Systems are considered suitable for Bin Jamal Recruitment Service activities, subject to continued monitoring and review. |
| Adequacy of policies, objectives and processes | Existing policies, objectives, and procedures will be maintained and reviewed periodically to ensure they remain appropriate to Bin Jamal operations and client requirements. |
| Effectiveness in achieving intended results | Effectiveness will be evaluated through recruitment performance, client feedback, audit findings, corrective actions, and environmental monitoring records. |
| Resources and competence | Existing resources and staff competencies will be reviewed regularly, with additional training or resources provided where required |
| Continual improvement priorities | Priorities include improving recruitment documentation, candidate screening, mobilisation coordination, client satisfaction, and office environmental practices |
| Changes required to the systems | No immediate changes are proposed, subject to the results of audits, performance reviews, compliance evaluations, and identified improvement needs. |

## 8. Meeting closure and approval

| Role | Name | Signature | Date |
|---|---|---|---|
| Chairperson / Top Management | Mr. Tariq Marri | | 10-01-2026 |
| Minute taker | Precious Sabellano | | 10-01-2026 |
| Reviewed / approved by, if different | Darryl Saavedra / Stanley Kingsley – Operations / Mobilisation | | 10-01-2026 |

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## 9. Action tracker – continuation sheet

| Action ID | Action / expected result | Owner | Due date | Priority |
|---|---|---|---|---|
| 00-01 | Review and update recruitment procedures and candidate document checklists to meet client requirements. | Darryl Saavedra/ Stanley Kingsley | 09-01-2027 | High |
| [MR-02] | Review and improve office environmental practices, including paper use, electricity consumption, and waste management | Louise Evangelista | 09-01-2027 | Medium |
| [MR-03] | Review staff competency, training records, and contractor mobilisation requirements. | Modestus Emeka | 09-01-2027 | High |

