UNI PRODUCTION SYSTEMS

MANAGEMENT REVIEW MEETING REPORT

MRM No.:	004	**Date:**	14.04.2026
Location:	UNI-PRD Office Meeting Room	**Time:**	10.30 am - 3.30 pm
Minutes Taken by:	Rami Gharzeddine	**Duration:**	5 hours

S/N	Attendees Name	Designation	Department
01	Danny Dougramachi	MD	Top Management
02	Chad Ladner	COO	Top Management
03	Joe Aboufarah	CFO	Top Management
04	Rhoda Teodoro	HR Manager	Human Resource
05	Marius Van Noordwyk	QHSE Manager	HSE
06	Rami Gharzeddine	Commercial Director	Commercial, Procurement, Contracts
07	Waqqas Mahmood	Projects Director	Projects
08	Dwayne Barnard	Director of Construction, Commissioning, and O&M	Projects, Operations

S/N	Action Items	Responsibility	Deadline
01	Continue to develop UNI as an EPCC/OM company (Strategic Direction) – With Fabrication Capabilities in UAE and Iraq through our Partners	MD/ COO / Heads	Continuous
02	Objectives planned for 2026 – Achievement shall be monitored regularly	All Dept. Heads	Continuous
03	Delivery performance shall be monitored	Projects and Operations	Continuous
04	No Resources required. Hire as/when needed	HR / MD	Continuous
05	Client / Market Reviewed – Identify Opportunities, stay in contact with current potential clients	MD / COO / Project / Sales	Continuous
06	Review the HSE induction training status of personnel	HSE	Continuous
07			

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Distribution: **			
S/N	**Name**	**Designation**	**Date**
	Shared with all attendees / Server Location		
*** Distribute minutes of meeting to all process owners and get their acknowledgement / signature upon receipt of the minutes of meeting.*			

Next Meeting						
Date:	14.04.2027		**Time:**	TBA	**Location:**	UNI PRD
Agenda:	**01**	Review Previous Meeting Actions Status				
	02	HR / Resources Needed				
	03	Projects / previous year activity performance review, and future improvements				
	04	Review Client / Market – Identify Opportunities				
	05	Review Objectives for following year				
	06	HSE Training and Statistics will be added to an online application that is developed by IT department				