Document Title: **MANAGEMENT REVIEW MEETING**	Effective Date: 10/10/2026	
	Document Code: SHARIF -QSF-MGT-F04	
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MEETING LOCATION: AL QUOZ IND.3, DUBAI, U.A..E.		**MEETING DATE:** October 10, 2026
NOTES PREPARED BY: LEAH FERNANDEZ	**MEETING #: 2026-002**	**SHEET #:**

ATTENDED BY:

SHARIF WOODEN PALLETS MFG. LLC	**COMPANY**	

S.NO	MINUTES	ASSIGNED TO	REPORTS
1	• Customer satisfaction and Feedbacks	LEAH FERNANDEZ	To provide timely response and confirmation of delivery
2	• Procurement Risk due to geopolitical issues in Middle East	AJESH SATHAYANDAN	Ensure availability of pallets . Inform ahead the customers for materials delay and price increase due to geoplotical issues that affects the shipment of raw materials.
3	• Improvement related to clients' requirements	VISHNU MOHANDAS	Optimize the production and lead times accordingly while maintaining the highest standards of product quality
4	• Refresh staff about ISO Policy & Objectives	LEAH FERNANDEZ	The goal of the company is to serve our clients with our best quality services and best rates of matetrials in a way to meet and exceed the client's expectations

ATTENDEES:

1. LEAH FERNANDEZ
2. AJESH SATHYANANDAN
3. AKHIL RAJENDRAN
4. VISHNU KARIPATHAYIL
5. ADELBERT CABISADA

