

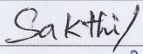

Impartiality Committee Meeting – 20th August 2017@ Discovery Sports LLC

Agenda	Discussion	Target date and responsible person
Opening address	<ul style="list-style-type: none"> • Welcome to the members • Director report • Review of open action items from last meeting <p><i>No discussion held in this regard, as this is the first meeting</i></p>	
IC Changes	<ul style="list-style-type: none"> • Membership <p><i>Impartiality committee has been identified and implemented. There is no change in the committee.</i></p> <ul style="list-style-type: none"> • Roles and responsibilities <p><i>Roles and responsibilities have been communicated among committee members.</i></p>	<p style="text-align: center;">--</p> <p style="text-align: center;">---</p>
Organizational review	<ul style="list-style-type: none"> • Structural <p><i>The present structure is sufficient to sustain the business till the end of 2017. To be reviewed by the end of 2018.</i></p> <ul style="list-style-type: none"> • Personnel <p><i>Adequate personnel are available to meet customer requirements.</i></p> <ul style="list-style-type: none"> • New branches and offices <p><i>No discussion held in this regard.</i></p>	<p style="text-align: center;">Mr. Om Prasad-August. 2017</p> <p style="text-align: center;">--</p> <p style="text-align: center;">--</p>
Operations	<ul style="list-style-type: none"> • Scheduling capabilities (resource capacity) <p><i>Resources are adequate at the moment.</i></p> <ul style="list-style-type: none"> • Training status and requirements <p><i>Trainings are completed as planned so far.</i></p> <ul style="list-style-type: none"> • Internal / external complaints / suggestions / appeals <p><i>No complaints, suggestion, appeals raised by candidates or other agencies/persons</i></p>	<p style="text-align: center;">---</p> <p style="text-align: center;">---</p> <p style="text-align: center;">--</p>
New Business	<ul style="list-style-type: none"> • Business risk assessment and mitigation <p><i>No discussion held in this regard.</i></p> <ul style="list-style-type: none"> • Addition of new sectors <p><i>No discussion held in this regard.</i></p>	<p style="text-align: center;">---</p> <p style="text-align: center;">---</p>

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Management system review	<ul style="list-style-type: none"> • Changes to documentation <i>Quality manual is documented and changes have been made based on DAC findings/recommendations.</i> • Accreditation body audit / surveillance reports and findings <i>Audit by DAC is planned on 5th & 6th May 2017.</i> • Internal audit findings <i>Audit was conducted by 3rd party consultants and 1-NC has been raised and corrective action has been taken by Mr. Om Prasad.</i> • Management review reports <i>Management review meeting conducted yesterday (1st May) and minutes were available and actions to be taken as agreed.</i> • Performance improvement <i>Objectives on customer satisfaction and revenue increase have been set and to be monitored on a periodical basis-</i> 	<p>--</p> <p>Mr. Om Prasad – 8th September</p> <p>Completed on 1st September 2017</p> <p>---</p> <p>Mr. Om prasad- June 2017</p>
Open discussion	<ul style="list-style-type: none"> • Any topic by the permission of the chair <i>No discussion held in this regard.</i> 	

Attendance

S.No.	Name	Signature
1	Sakthivel murugesu	
2	Babji nahako	
3	Nasser salem rashed saif al suwaidi	