

# Agenda

## Board Members / Key Officials:

- | Robert Miller – Managing Director
- | Sarah Johnson – Plant Head
- | David Clark – EHS Head
- | Emily Davis – QA/QC Head
- | Michael Brown – SCM & Procurement Head
- | John Wilson – HR & Admin Head

Monday, October 15, 2012

## Opening Ceremony

Carbon Steel Tube Manufacturing Unit

Time	Item	Owner
10:00–10:30	Welcome & Guest Registration	HR Team
10:30–10:45	Ribbon Cutting & Opening Remarks	Robert Miller
10:45–11:15	Presentation: Vision & Mission for New Carbon Steel Tube Unit	Plant Head – Sarah
11:15–11:45	Safety & Environmental Compliance Overview (OSHA, EPA, ISO 45001)	David Clark
11:45–12:15	Unit Walkthrough – Shop Floor, Quality Lab & Warehouse	Production Team
12:15–12:45	Lunch Break	—
12:45–01:30	Demonstration: Carbon Steel Tube Manufacturing Process	Production Engineers
01:30–02:00	Quality Compliance & Certification Briefing (ISO 9001, API 5L, ASTM)	Emily Davis
02:00–02:30	Supplier & Stakeholder Interaction	Michael Brown
02:30–03:00	Employee Orientation & Training Plan	John Wilson
03:00–03:30	New Business – Market Expansion & Export Plans	Managing Director
03:30–04:00	Committee Reports (Safety, Quality, Procurement, HR)	Various
04:00–04:15	Vote of Thanks	Plant Head
04:15–04:30	Closing Remarks & Adjournment	Robert Miller

Meeting called by: Mr. Robert Miller, Managing Director