CONTRACT KICKOFF MEETING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Title/ Work Title** | Please write here | | | | |
| **Contract No.** | Please write here | | | | |
| **Employer** | Please write here | | | | |
| **Contractor** | Please write here | | | | |
| **Meeting Location** | Please write here | **Meeting Date** | Please write here | **Meeting Time** | Please write here |
| **Distribution** | Please write here | | | | |
| **Minutes of the meeting prepared by** | Please write here | | **Minutes of the meeting distribution date** | | Please write here |

#### Attendants – Key Personnel

(Refer the contract for the list of Contractor’s Key Personnel)

|  |  |
| --- | --- |
| **ECRP Key Personnel** | **Name/ Signature or apologies** |
| IOM Lead Engineer/Employer’s Representative |  |
| IOM Project Engineer /Employer’s Representative Assistant |  |
| IOM Site Engineer |  |
| Contracts Advisor/Manager/Procurement Official |  |
| Project Support Officer |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Contractor’s Key Personnel** | **Name/ Signature or apologies** |
| Contractor’s Representative |  |
| Construction Manager |  |
| Office/Planning Engineer |  |
| QA/QC Engineer |  |
| HSSE Expert |  |

#### Key Contract Dates and Data (Confirmation from the contract)

1. Accepted Contract Amount:
2. Commencement Date/Notice to Commence:
3. Time for Completion:
4. Mobilization Period:
5. Employer’s Representative:
6. Contractor’s Representative:
7. Defects Notification Period:
8. Delay Damage:
9. Any key milestone/stage completions and dates:
10. Confirmation of site working hours:
11. Any pertinent data:

#### Key Contractual Deliverables at Commencement

Prior to any works being carried out on site the contractor must submit for review and approval the following documentation:

|  |  |  |  |
| --- | --- | --- | --- |
| Item No | Submission | Relevant Clause/ Provisions | Due Date as per contract |
| 1 | Contract Programme | Sub Clause 8 |  |
| 2 | Bank Guarantee for Performance | Sub Clause 4 |  |
| 3 | Insurances | Sub Clause 18 |  |
| 4 | QA & QC Plans | Sub Clause 4.9 |  |
| 5 | HSSE Plans | Specification : Division 1000xxx |  |
| 6 | Permits, Consents, Licenses |  |  |
| 7 | Request for right of access to and possession of site |  |  |
| 8 | Personnel replacement request (if any) |  |  |
| 9 | Other requirements, if any |  |  |

#### Project Quality Management

The Contractor is to actively engage with, execute and comply with the project quality, health and safety, social and environmental management as outlined within the contract documentation.

The appropriate ECRP and contractor team are to meet as soon as possible prior to works commencement on site to establish and activate the Quality Management and HSSE Management plans required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initial Quality Management and HSSE Plans** | **Employer’s Representative Notes** | **Contractor’s Representative Notes** | **Action Points** | **Due Date** |
| **Health & Safety (as detailed within the Project Health & Safety Management Plan)** | | | | |
| Key issues to address:  Project site emergency and evacuation plan, site induction procedures and site safety rules, visitor requirements, hazard identification and risk control assessment procedures, project safety meetings, work permit system, accident and incident reporting, safety inspections, child labour, and staff well-being |  |  |  |  |
| **Environmental Management (as per the ESMP)** | | | | |
| Key issues to address:  Environmental risk assessment procedures, site waste management plan, emergency details, incident and spill reporting and investigation, and site environmental inspections. |  |  |  |  |
| **QM implementation Procedures /Approach** | | | | |
| Key issue to address:  QA/QC plans, inspection and test planning, task analysis, and site inspections. |  |  |  |  |
| **Others** | | | | |
|  | | | | |

#### Site Inspection

An initial site inspection prior to full site possession and works starting is required. Full site visit report/photographic record/joint stakeholder walk round and sign off.

The initial site inspection is scheduled for the date and time with the following attendees:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Attendees:** |  | | |

#### Site Establishment

Full and detailed review of the proposed and planned site temporary services, site accommodation, storage and temporary access ways is required.

The site establishment review will be held as a separate meeting on site scheduled for the date and time with the following attendees:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Attendees:** |  | | |

#### Communication

Ensure that the representatives and contact details noted on Schedule 1 “Schedule of Details” are correct.

These details shall be used throughout the contract implementation. This includes for the purpose of giving written correspondence and communication such as notices, requests and consents under the terms of the contract conditions.

#### Contract Programme

In accordance with the relevant contract conditions, submission of the overall master contract programme

is due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

Short term or target roll out programmes will be required based on a \_\_\_\_\_\_\_\_\_\_\_ week work period cycle.

Programme monitoring and review meetings will be held regularly throughout the project duration.

#### Time for Completion

The time for completion outlines the timeframes and durations for the various processes administered within it. Both IOM and the contractor have a contractual obligation to adhere to the timeframes detailed.

Important contractual activities such as processing interim payments, variations, extension of time claims and certificates are governed by set time periods for each step in the process. Confirmation and clarification of exactly what IOM and the contractor’s obligations are will help eliminate any misunderstanding in the future.

Discuss and confirm under the construction contract:

* process and timeframe for making an **Interim Payment** claim
* process and timeframe for submitting a **Variation** claim (employer or contractor requested)
* process and timeframe for submitting an **Extension of Time** claim

#### Employer’s and Contractor’s Key General Duties and Obligations

#### General (Other items for discussion)