

## Kick-Off Meeting Checklist

As a minimum, the following subjects should be discussed at this meeting, even though some items may have been discussed during the pre-award meeting:

- Safety, site rules and regulations.
- Insurance.
- Communications with the Client (Client's representatives are allowed to communicate with subcontractor's personnel, however instructions must be given through Company).
- Subcontractor's Quality Assurance/Quality Control program, Company's Quality Assurance/Quality Control program and the role of the Client's inspectors.
- Reporting requirements.
- Subcontract scope of the work.
- Availability of drawings; the quantification in the form of tender and possible quantity revisions; purchase order amendments.
- Schedule and important milestone targets.
- Request for detailed construction schedules to be supplied by the subcontractor.
- Extra Work Authorization procedure.
- Time controlling (work on daily/hourly rates).
- Introduction of Company's key staff and explanation of their duties.
- Review of construction items to be supplied by Company.
- Location of subcontractor's temporary facilities and lay down areas.
- Telephone and address of nearest hospital/ambulance service.
- Telephone number of fire department.
- Telephone number of Client's medical center and fire department.
- Possibility of connection to Company's telephone switchboard and payment procedure.
- Use of Company's warehouse.
- Company's system of issuing materials.
- Other work performed in subcontractor's work area.
- Review of subcontractor's proposed manning schedule, for staff and labor.
- Recruitment of employees from other subcontractors.
- Hours of work.
- Trash disposal, return of surplus material and packing material (cable reels etc.).
- Site appearance (Clean-up).