**4T04**

**MINUTES OF THE SITE MEETING**

**Cover page to minutes of site meeting**

|  |  |
| --- | --- |
| **Site meeting:**Number:Date:Held at: |  |
| **Contract number:** |  |
| **Contract title:** |  |
| **Employer’s representative[[1]](#footnote-1)\***Name:Telephone:Cell:Fax: |  |
| **Time:**Contract award date[[2]](#footnote-2):Original contract period:Patent defects liability period[[3]](#footnote-3):Extension of time granted:Extension of time applied for but not yet granted:Original practical completion date[[4]](#footnote-4): Revised practical completion date4:Expected practical completion date4:Expected final completion date: |  |
| **Cost:**Contract value at time of award including VATValue of work certified to date including VAT:Value of financial penalties applied, excluding VAT:Value of variations granted, including VAT:Value of variations applied for but not yet granted:Value of price adjustments, including VAT:Estimated final contract value including VAT and price adjustment | RRRRRRR |

**Minutes of site meeting**

**Note:** The following headings are generally applicable

**1 Present**

*(Name, organization, telephone and fax number)*

1. **Apologies**

**3 Approval of minutes of the previous meeting**

**4 Matters arising from the minutes**

**5 Progress report**

* 1. **Programme**

*(Record progress in terms of programme in terms of items that are monitored)*

* 1. **Percentage progress in respect of major activities**

*(Minute progress as percentage of major items completed)*

1. **Rainfall**
2. **Delays, frustrations and disruptions**
3. **Health and safety**

(Consider safety issues as well as any requirements regarding HIV/Aids awareness)

1. **Quantities and payment**

*(Record status on agreement of quantities/ completed activities and particulars regarding the submission and payment of payment certificates)*

1. **Quality and acceptability of the work**

*(Inspections and test results. List unsatisfactory work as well as deviations and steps to correct them)*

1. **Information and instructions**

*(Record new drawings issued, site instructions issued, changes in the scope of work, information provided to the contractor etc)*

1. **Claims**
	1. **Time**
	2. **Cost**
2. **Services**

(Damage to services, requirements for connections, moving of services etc)

1. **Subcontracting issues**
2. **Community/ environmental/ labour issues**
3. **Any other business**
4. **Next meeting**

Signed as a true reflection of the minutes of the meeting:

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Contractor Employer’s representative

**Annexures:**

Distribution list

List of plant and materials on site

List of drawings and revisions issued

Site instructions issued since previous meeting

Quality control tests performed since previous meeting

Abbreviated programme

1. Insert appropriate designation from the following:

|  |  |
| --- | --- |
| **Form of contract** | **Designation of Employer’s Representative in the Contract** |
| NEC Engineering and Construction Contract (NEC ECC2) | Project Manager |
| NEC Engineering and Construction Short Contract. (ECSC) | Employer’s delegate |
| FIDIC Conditions of Contract for Construction and Building and Engineering Works Designed by the Employer (Red Book) | Engineer |
| FIDIC Conditions of Contract for Plant and Design (Yellow Book) | Engineer |
| FIDIC Conditions of contract for EPC Turnkey Projects (Silver Book) | Employer’s representative |
| FIDIC Short Form of Contract General Conditions (Short Form) | Employer’s representative |
| JBCC Principal Building Agreement | Principal agent |
| JBCC Minor Works Agreement | Agent |
| General Conditions of Contract for Works of Civil Engineering Construction (Sixth Edition, 1990)  | Engineer |
| General Conditions of Contract for Road and Bridge Works for State Authorities (1998 edition) | Engineer |

 [↑](#footnote-ref-1)
2. C**ontract award date:** the date on which a contractor’s offer to perform an engineering and construction works contract is accepted in writing by the employer [↑](#footnote-ref-2)
3. **Patent defects liability period:** period commencing from the issue of a practical completion certificate during which the contractor has an obligation to make good defects in the materials and workmanship covered by the contract that are indicated by the employer or his representative; [↑](#footnote-ref-3)
4. **Practical completion certificate:** a certificate issued by the employer or duly authorized representative of the employer in terms of the contract that signifies that the whole of the works have reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding. [↑](#footnote-ref-4)