**4T03**

**SITE HANDOVER MEETING MINUTES**

**Date:**

**Minutes:** *“File Reference”*

**PROJECT TITLE:**

**DESCRIPTION:**

**SITE NUMBER:**

**PRO FORMA MINUTES OF THE PROJECT HANDOVER MEETING**

**Date:**

**Time:**

**Place:**

**Present: Distribution:**

Messrs:

**Apologies:**

**Confirmation of Financial Data and Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| **FINANCIAL****DATA** |  | **PROGRESS** |  |
| **Project Value:** |  |  |  |
| Including Contingencies | R | Project Starting date: |  |
| Excluding Contingencies: | R | Project Completion date: |  |
|  |  |  |  |
| Budget Breakdown |  |  |  |
| Fees : | R |  |  |
| Overhead Costs | R |  |  |
| Project Value | R |  |  |
|  |  |  |  |

# INTRODUCTION: DESCRIPTION OF PROJECT

# PROJECT TEAM (Please record details at first Professional Team Meeting)

## Project Manager (PM) Info

## Supervisor / Construction Manager (Sup) Info

## Designer / Civil and Structural Engineer Info

## Architects Info

## Quantity Surveyor Info

## Contractor (Cont.) Info

# PROJECT

## Project Amount : R

## Project Handover Date :

## Commencement Date :

## Project Period :

## Project Completion Date :

## Concept design and Prelim Design

Are the concept and preliminary design reports complete

and available? Info

## **Technical details**

### Has the Contract Agreement been completed. Info

### Guarantee Cont.

### Insurance Cont.

### Workman’s compensation. Letter of good standing. Cont.

### Public liability. R……….. Million cover to be provided. Cont.

### All risks covered required. Cont.

### Plant and Machinery - Copy of blanket policy outstanding. Cont.

### Approved drawings Cont.

### Local Authority approval required. Cont

### Local Authority Building Inspector Approval Cont.

### Building Permit Required Cont

### Project Meeting Minutes

These minutes shall form part of the Project and shall be prepared by the Project Manager. The Project Manager is to keep the original. PM Info PIM

## **Project Site**

### Meeting Place to be agreed and set up Cont.

### Fencing and Security to site Cont.

### Signboard to be erected and details to be provided by PM Cont.

### Location of site offices to be agreed after the meeting PM

### Services to site.- details to be provided by PM PM

### Boundary Beacon. If existing fences are taken down they need

### to be pegged and reinstated to their original position when

### required by PM. Cont.

### Bench Mark to be pointed out on the site PM

### Setting out. Contractor requested to bring discrepancies to PM’s

###  attention. Cont.

### Services Deposit for sidewalks and rubble to be paid where required Cont.

## **Site Meetings**

## Contractor to establish site office Cont.

## PM to chair all meetings. PM

## Site Minutes to be distributed within 3 days after meeting. PM

## Sub Contractors to be present only on invitation. Info

## Meetings to be held weekly commencing at 09:00. Info

## PM and Cont. to be on site at 08:30 for technical matters. Info

## All people attending site meeting must be empowered

## to take decisions on behalf of their organizations Info

## Sub-contract meetings to be chaired by contractor. Cont.

## Claims other than inclement weather to be submitted within

## 14 days and agreed at the next site meeting. Info

## Schedule of plant and labour to be submitted at each site meeting Cont

# SHEQ and IR

## Safety Statistics (Table) to be presented by contractor site meetings Info

## Accident/Incidents ( table and discussion) at site meetings Info

## Manpower/ Mobilization Return (Table) at site meetings Info

## Equipment Return (Table) at site meetings Info

## Environment/Housekeeping Info

## Contactor Safety Awareness Info

### Toolbox Talk Topic for week to be prepared by the contractor Info

### Safety meetings to be reported on Info

### Safety Training Modules (Table) at site meetings Info

## Industrial Relations topics/status to be covered at site meetings Info

# COMMUNICATIONS

## **Correspondence**

### All communications must be directed through PM. Info

### PM to issue all/any variation orders. PM

#### A triplicate (numbered) site instruction book to be on Site Cont.

#### Contractor to attend Project Management when required. Info

# INFORMATION

## The PM to issue 3 copies of all documents and drawings PM

## Current drawing register to be issued by PM at each site meeting. PM

## Contractor to check drawings for discrepancies and advise PM Cont.

## Site Diary book (triplicate) to be kept on site Info

## Full set of documents and drawings to be provided for Contractor’s Agent PM

## Full set of drawings to be brought to meeting No. 1. PM

# COST ENGINEERING

## Certificate to be issued monthly, with valuation before 14th Info

## Certificates to be available by 20th. Info

## Only PM’s variation orders accepted as a basis for variations. Info

## Retention Fund to be agreed before site meeting No 1. Info

## No day works permissible on this Contract without PM approval Info

## PM to prepare monthly cost report. PM

## Cession of materials on site - 80 % payment. Info

## Royalties affidavit to be completed by contractor for any natural materials Cont.

# QUALITY CONTROL

## Quality Plan and Schedule to be issued by contractor and approved PM

## Samples of material and source to be submitted by site meeting 1 Cont.

## Protection of materials on site to be adequate and approved by PM Info

## Site Technical Queries to be presented at site meetings (table format ) Cont.

## Site Concessions to be presented at site meetings (table format) Cont.

## Site NCR’s (table format) to be discussed at site meetings Info

## General Info

## List of sub-contractors to be submitted before site meeting No 1 Cont.

## 24 hours notice to be given to the PM for the covering up of work. Cont

## Mr / Ms............... shall act as Contractor’s Agent. Cont

## PM has responsibility for all quality and supervisory aspects. PM

## Roads surrounding the site to be kept clean at all times. Info

## Plumbing and electrical sub - contractors to be registered Cont.

## Long lead materials to be ordered timeously. Cont

# PROJECT PROGRAMME

## Contractor to submit Programme within 14 Days Cont.

## Contractor to prepare lead-time schedule. Cont.

## Milestone Completion Dates (Planned versus actual) Info

## Three Week Look Ahead Schedule to be prepared for each meeting Info

## Work done for previous week to be assessed at each meeting Info

## Work Planned for next week to be reviewed at each meeting Info

## Delays influencing the program/progress to be discussed at each meeting Info

## Actions to mitigate delays to be resolved at each meeting Info

# Questions/Queries raised by Contractor

# Questions/Queries raised by Managing Contractor ( HMG/CLIENT)

# Technical Matters

# GENERAL

## No camp for workers to be allowed on the site. Cont.

## “As Built” Drawings to be prepared continuously as work proceeds Cont.

## Existing damage at the site to be listed before work starts (pictures) PM

## Exposing of services. Cont.

## Sample of materials ASAP. Cont.

## Good quality stressed. Info

# NEXT MEETING

 Next Meeting :

 Date:

 Time:

# CIRCULATION

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contractor Client Project Manager Consultant

 COMPILED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Annex 1 Site Handover Checklist

Provides a checklist of elements to be included within the minutes

Contract Number:. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Contract title: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Description of contract: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Note:**

1. The exact content of the site handover checklist is dependent on the contracting strategy that is adopted, the form of contract that is used and the specific requirements of the contract.
2. The headings in the checklist should form the headings of the minutes of the site handover meeting

**1 TIME AND COST PARAMETERS**

(Record accepted contract price, contract completion date, phased completion dates and price adjustment formula, if any, and associated parameters)

**2** **PROJECT TEAM**

(Identify and record the contact particulars, as relevant of the following persons:

* Client’s representative
* Employer’s representative / Project Manager / Engineer / Principal agent / Agent
* Professional team (Architect, Civil Engineer, Electrical Engineer, Mechanical Engineer, Quantity Surveyor, Structural Engineer etc)
* Resident Engineer / Supervisor
* Contractor
* Subcontractors)

**3 PROGRAMME**

(State requirements for programme submission, updating etc)

**4 COMMUNICATIONS**

(Establish lines of communication and means of communication, as relevant)

**5 SITE RECORDS**

(Agree on method for capturing of and nature of site records if not stated in contract requirements)

**6 DRAWINGS**

(Establish requirements for drawing registers, approval procedures, priorities

**7 OUTSTANDING DOCUMENTATION**

(Identify documents that need to be submitted or lodged with the employer in accordance with the provisions of the contract and establish time frames for doing so.)

**8 APPROVAL PROCEDURES**

(Identify bodies / persons who need to approve aspects of the works and document the procedures relating thereto)

**9 HANDOVER PROCEDURES FOR COMPLETED WORKS**

(Establish hand over and commissioning procedures)

**10 SITE ESTABLISHMENT**

(Provide any inputs to the contractor that are required in terms of the scope of work, eg pointing out of any benchmarks, agree on the location of site facilities, sign boards and the like).

**12 QUALITY CONTROL**

(Establish testing, approval and sign off procedures, as appropriate) Principal Agent

1. **SITE MEETINGS**

(Establish frequency of, attendance requirements, venue, time, distribution list, etc)

**14 MEASUREMENT AND CERTIFICATION DATES**

(Agree measurement and certification dates if not stated in the contract)

**15 LABOUR/ COMMUNICATION MATTERS**

(Clarify arrangements for recruiting of labour / notification of affected residents in accordance with the provisions of the contract)