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| **CIR Number:** | **CIR XXX** | | | |  | | | | | | | **Date:** | | |  | | | |  |
| The purpose of the Contract Inception Review [CIR] is an assessment of the impact caused by new products, projects, contracts or orders to verify that the order received from the customer is the same or similar in scope to what was tendered and to provide a structured forum whereby the SMT formally pass over the responsibility for order fulfilment to operational functions of the company. | | | | | | | | | | | | | | | | | | | |
| **Section 1: Contract / Project Overview:** | | | | | | | | | | | | | | | | | | | |
| Project Title: | | |  | | | | | | | | | | | | | |  | | |
| Client: | | |  | | | | | | | | | | | | | |  | | |
| Order Number: | | |  | | | Sales Number: | | |  | | | | | | | |  | | |
| Client Order Value: | | |  | | | Client Order Number: | | |  | | | | | | | |  | | |
| **Scope of Contract:** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Principle Contractor: | |  | | | | | | | | | | | | | | | | | |
| Principle Designer: | |  | | | | | | | | | | | | | | | | | |
| Contractor for: | |  | | | | | | | | | | | | | | | | | |
| * Ground Works | |  | | | | | | | | | | | | | | | | | |
| * Traffic Management | |  | | | | | | | | | | | | | | | | | |
| * Haulage | |  | | | | | | | | | | | | | | | | | |
| * Other | |  | | | | | | | | | | | | | | | | | |
| **Contract Review:** | | | | | | | | | | | | | | | | | | | |
| Is the order as tendered? | | | | | | | | | | | Yes | |  | No | |  | |  | |
| If not, what changes have been made? | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Have the changes been agreed? | | | | | | | | | | | Yes | |  | No | |  | |  | |
| **Outstanding Items/Clarification Points:** | | | | | | | | | | | | | | | | | | | |
| Summary of outstanding contractual issues: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Tender File:** | | | | | | | | | | | | | | | | | | | |
| Is the file a complete and accurate record of pre-contract award negations and correspondence? | | | | | | | | | |  | Yes | |  | No | |  | |  | |
| **Signed By:**  **Commercial Manager** | | | |  | | | **Date:** |  | | | | | | | | | | | |

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| **Section 2: Financial:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is there a fully signed Costing Document/Sheet to the value of the order? | | | | | | | | | | | | | |  | | | | | | | | Yes |  | No | |  |  |
| Is the price fixed or CPA? | | |  | | | | | | | | | | | | | Fixed | | | |  | | Variable | | |  |  | |
| If CPA what formula is used? | | | |  | | | | | | | | | | | | | | | | | | | | | | |  |
| What are the terms of payment? | | | |  | | | | | | | | | | | | | | | | | | | | | | |  |
| Are there any liquidated damages? | | | | |  | | | | | | | | | | | | | | | | | Yes |  | No | |  |  |
| Under what circumstances are LDs Applied? | | | | | | | |  | | | | | | | | | | | | | | | | | | |  |
| What is the limit of INFRATEC Liability? | | | | | | | |  | | | | | | | | | | | | | | | | | | |  |
| What is the applicable law? | |  | | | | | | | English/Welsh | | |  | Scottish | | | |  | | Other | |  | | | | | |  |
| Does INFRATEC retain Intellectual Property Rights? | | | | | | | | | |  | | | | | | | | | | | | Yes |  | No | |  |  |
| Is this UK or Export? |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| If export, what INCOTERMS are used? | | | | | | |  | | | | | | | | | | | | | | | | | | | |  |
| What is the defects liability period? | | | | | | |  | | | | | | Months | | | | |  | | | | | | | | |  |
| Are there any additional insurance requirements? | | | | | | | | | | |  | | | | | | | | | | | Yes |  | No | |  |  |
| If Yes what are those requirements? | | | | | |  | | | | | | | | | | | | | | | | | | | | |  |
| **Signed By:**  **Financial Controller** | |  | | | | | | | | | | | | | **Date:** | | | |  | | | | | | | | |

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| **CIR Number:** | | **CIR 001** | | |  | | | | | | | | | | | | **Date:** | | | **01/07/23** | | |  |
| **Section 3:** **Technical Specifications:** | | | | | | | | | | | | | | | | | | | | | | | |
| Is it a repeat order? | | |  | | | | | | | Yes |  | No | |  | If Yes go to Section 4 | | | | | | | | |
| Are the customer’s requirements understood? | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| **If No, which requirements are not understood?** | | | | | | | | | | | | | | | | | | | | | | | |
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| **Is there a technical specification?** | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| **What specification is being used?** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Will statutory Approval be required for this product? | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| Will the product require CE/UKCA Marking? | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| Who will co-ordinate the CE/UKCA Technical File? | | | | | |  | | | | | | | | | | | | | | | |  | |
| Who is the Responsible Engineer? | | | | | |  | | | | | | | | | | | | | | | |  | |
| Which engineers will be working on the contract? | | | | | | | | | | | | | | | | | | | | | | | |
| 1. |  | | | | | | 2. | |  | | | | | | | | | | | | |  | |
| 3. |  | | | | | | 4. | |  | | | | | | | | | | | | |  | |
| **What Documents will be issued to the customer?** | | | | | | | | | | | | | | | | | | | | | | | |
| Functional Specification? | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| As Built Drawings? | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| Production Acceptance Test? | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| Site Acceptance Test? | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| O&M Manual? | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| CE Certificate? | | | | | |  | | | | | | | | | | Yes | |  | No | |  |  | |
| Other? | | | | | |  | | | | | | | | | | | | | | | |  | |
| **If Design Engineering is required on this contract?**  **What methods will be used to verify that the design demonstrates compliance with the customer’s requirements?** | | | | | | | | | | | | | | | | | | | | | | | |
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| **What methods will be used to validate the customer’s requirements?** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Will the customer want to witness the validation process?** | | | | | | | |  | | | | | | | | Yes | |  | No | |  |  | |
| **Signed By:**  **Technical Manager** | | | |  | | | | | | | **Date:** | |  | | | | | | | | | | |

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| **CIR Number:** | | **CIR 001** | |  | | | | | | | | | | **Date:** | | **01/07/23** | | |  |
| **Section 4: Project Management** | | | | | | | | | | | | | | | | | | | |
| Has a project plan been produced? | | | | | | | |  | | | | Yes | |  | No | |  |  | |
| If No, will a project plan be required? | | | | | | | |  | | | | Yes | |  | No | |  |  | |
| If Yes, who will produce & co-ordinate the project plan? | | | | | | | |  | | | | | | | | | |  | |
| Have we the appropriate test, inspection and measuring equipment? | | | | | | | |  | | | | Yes | |  | No | |  |  | |
| If No, what additional equipment is required? | | | | | | | |  | | | | | | | | | |  | |
| Have we the appropriate skills for the jobs/tasks to be performed? | | | | | | | |  | | | | Yes | |  | No | |  |  | |
| If No, what additional skills are required? | | | | | | | |  | | | | | | | | | |  | |
| Will additional resources be required for the project? | | | | | | | |  | | | | Yes | |  | No | |  |  | |
| If Yes, what additional resources are required? | | | | | | | |  | | | | | | | | | |  | |
| Are materials to be used | | | | | | | |  | | | | Yes | |  | No | |  |  | |
| If so, what are the arrangements? | | | | | | | |  | | | | | | | | | |  | |
| **Project / Contract Critical Key Dates** | | | | | | | | | | | | | | | | | | | |
| 1. | Completion Date | | | | Date: |  | 2. | Despatch Date | | | Date: | |  | | | | |  | |
| 3. | FAT Date | | | | Date: |  | 4. | BOM Issue Date | | | Date: | |  | | | | |  | |
| 5. | Other additional Key Dates | | | | Date: |  | | | | | | | | | | | |  | |
| **Comments** | | | | | | | | | | | | | | | | | | | |
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| **Signed By:**  **Operations Director** | | |  | | | | | | **Date:** |  | | | | | | | | | |

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| **Section 5: Procurement** | | | | | | | | | |
| Have purchasing requirements been defined? | |  | | | Yes |  | No |  |  |
| If Yes, have long lead items been identified? | |  | | | Yes |  | No |  |  |
| Are there any issues with the availability of raw materials or components? | |  | | | Yes |  | No |  |  |
| **Comments** | | | | | | | | | |
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| **Signed By:**  **Commercial Manager** |  | | **Date:** |  | | | | | |

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| **Section 6: HSEQ** | | | | | | | | | |
| Has the client specified any specific HSEQ requirements? | |  | | | Yes |  | No |  |  |
| Is Site/Field work being carried out on the contract? | |  | | | Yes |  | No |  |  |
| Will we be removing obsolete product for disposal? | |  | | | Yes |  | No |  |  |
| Are there any specific environmental issues? | |  | | | Yes |  | No |  |  |
| **Is the following documentation required?** | | | | | | | | | |
| Risk Assessments & Method Statements? | |  | | | Yes |  | No |  |  |
| Quality Plan? | |  | | | Yes |  | No |  |  |
| Lifting Plans? | |  | | | Yes |  | No |  |  |
| Traffic Management Plans? | |  | | | Yes |  | No |  |  |
| **Comments** | | | | | | | | | |
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| **Signed By:**  **Compliance Manager** |  | | **Date:** |  | | | | | |

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| **CIR Number:** | **CIR 001** | |  | | | | | | | | | | **Date:** | | | | **01/07/23** | | | |  |
| **Section 7: Transport** | | | | | | | | | | | | | | | | | | | | | |
| Has the client specified any requirements? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| Who is the intended Carrier? | | | |  | | | | | | | | | | | | | | | |  | |
| Type of haulage vehicle required? | | | | HGV |  | LGV |  | | Trailer | |  | HIAB | | | |  | |  | |  | |
| Type of HGV / LGV? | | | | Articulated |  | Rigid |  | | Flatbed | |  |  | | | | | | | |  | |
| Type of Trailer? | | | | Low-Loader |  | Curtain |  | | Tarpaulin | |  | Box |  | Tilt | | | | |  |  | |
| **Is the following documentation required?** | | | | | | | | | | | | | | | | | | | | | |
| A despatch / delivery note? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| Packing List? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| International Purchase Order? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| Cargo Insurance Certificate? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| Certificate of Inspection? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| Bill of Lading? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| Freight Bill? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| A Waybill? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| A CMR? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| FOB Terms of Sale? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| Certificate of Origin? | | | |  | | | | | | | | Yes |  | | No | | | |  |  | |
| **Comments** | | | | | | | | | | | | | | | | | | | | | |
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| **Signed By:**  **Business Admininstrator** | |  | | | | | | **Date:** | |  | | | | | | | | | | | |

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| **Section 8: Known Risks to Project** | | | |
| This section is to be used to identify any known risks or issues that have the potential to become a risk that will affect the successful on time on cost completion of the contract. The types of risks could be technology, resources, time or costs.  The purpose of identifying risks; is to be aware at the start of a contract of the potential for failure, then take the necessary steps to reduce that risk of failure.  To identify the likelihood of the risk occurring use a scale of 1 to 5 with 1 being the least likely to happen and 5 being that is most likely to happen.  For risk which are known please prefix them with the letter **K = Known**  For potential risks please prefix them with the letter **P = Potential** | | | |
| **No.** | **Description of Risk or Issue** | **Likelihood** | **Action** |
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| **Section 9: Opportunities** | | |
| This section is to be used to optimise costs or refine the terms, in the contract, to continually improve Quality, Sales, Production, Engineering / Technical Specifications, Skills, HSEQ activities and the business management. | | |
| **No.** | **Description of Opportunity** | **Action** |
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