Contract Reference:

Customer Contract Roll-Out Minutes

Minutes prepared by:

Date and time of meeting:

Attendees:

* A name and Function
* A name and Function

Amend accordingly:

1. Assigned Personnel (dedicated to contract)

* Designated Project Coordinator(s)
* Designated Project Support Personnel
* Designated Sub-Contractor Manager (if applicable)

1. Contract Details

* Summarize the scope of the contact and contract strategy
* Terms and Conditions, e.g. variable rates or discounts which apply
* Upselling opportunities
* Communicate deployment schedule if known.
* Contract Key Performance Indicators (KPIs) – customer specific or provided by Alfa Pilar Indonesia (API)?
* Any specific inspection requirements e.g. inspection performed to certain standards that the AMO /QA functions need to be aware of.
* Transportation - who is responsible for supplying transportation to take Alfa Pilar Indonesia (API) products and equipment to the rig site - the customer, third party or Alfa Pilar?

1. Quality Plan

* Arrange review of Quality Plan.