

b) Meetings with recorded Minutes

The DMAT / Consultant will schedule meetings as stipulated in the Contract and include the following:

- i. Site Handover Meeting
- ii. Start-up Meeting
- iii. O&M Progress Meetings
- iv. Handing Back Inspection/Meeting

c) Reports and Submissions

The DMAT / Consultant is entitled to request the provision of reports, work method statements and data/information relating to his operation and maintenance of the system, at any time during the Contract period.

Other communications will be on an unofficial basis as part of the day to day working relationship between both parties. It is important to note that casual conversations cannot be mistaken for "official" instructions.

5.2.6 Co-ordination with other concerned organizations

The DMAT / Consultant will ensure that communications with all concerned organizations likely to be affected by the works are carried out.

5.3 Performance Monitoring**5.3.1 DMAT / Consultant Responsibilities**

The DMAT / Consultant will manage internal operation and maintenance contract(s). The DMAT / Consultant will encourage good communications and endeavor to foster a 'partnership' which enables problems to be resolved quickly and effectively. The DMAT / Consultant will furnish all relevant information, operating manuals, etc., and benefit from the specialized knowledge of DMAT / Consultant members who have first-hand experience of operating the system.

5.3.2 Standards of Workmanship

The standards of workmanship and performance shall comply with APM standard specifications and/or the contract. The DMAT / Consultant shall measure the Contractor's operational performance against, but not limited to, the following standards:

1. Ensuring that operation management is based on good communications, and a proactive approach to working in 'partnership' with the DMAT / Consultant.
2. Operation management is based on sound planning and effective use of sufficient resources.
3. Optimizing and improving the operation of the system to meet the demands on it.
4. Building up accurate operational records.
5. Ensuring personnel safety is paramount in all aspects of operational work and operatives are fully aware of their safety obligations.
6. Reduction in energy consumption.
7. The different levels of operation procedures should be organized into categories
8. Routine operation procedures which are normally carried out without shutting down of plant. These include operational data gathering, plant condition monitoring, pump/equipment status, cleaning etc.