

Attachments: SF 8, SF 10**Table 6-1: Start-up Meeting Agenda**

Title	Start-up meeting agenda	Sf 8
No.	Item	Action
1	Apologies	
2	Minutes of Handover Meeting	
3	Staff Appointments	
4	Programme	
5	Notices of Intent	
6	Mobilisation/Offices etc.	
7	Procedures/Requirement	
7.1	Correspondence	
7.2	Work Methods	
7.3	Work Inspection/Approval	
7.4	Work in Hazardous Areas	
7.5	Access to Security Areas	
7.6	Route Fixing	
7.7	Drawings	
7.8	Materials	
7.9	Mech/Elect Equipment	
7.10	Records	
7.11	Additional Works	
7.12	Work days	
7.13	Claims	
7.14	Monthly Progress Reports	
7.15	Quality	
7.16	Insurances	
7.17	Special Requirements	
8	Safety, Security and Welfare Obligations	
9	Progress Meeting Schedule	
10	Immediate Priorities	
11	Next Meeting	