ANNEXURE C

SITE MEETING MINUTES

DATE		VENUE		TIME	

PROJECT NAME	
CONSULTANT	
CONTRACTOR	

SITE MEETING NUMBER:		CONTRACT NUMBER		EPWP REGISTERED	YES	NO

INAUGURAL MEETING	YES	NO	FINAL MEETING	YES	NO	AWARD VALUE (VAT Incl)	

ITEM 1

PRESENT	CELL NUMBER	EMAIL	REPRESENTING

ITEM 2

APOLOGIES	CELL NUMBER	EMAIL	REPRESENTING

ITEM 3 CONTRACTUAL ITEMS

3.1	Project Start Date		Project duration in Working Days	
	Project End date		Extra Work Days in Terms of Contract	
	Practical Completion			
	Project End date Revised		Revised duration in working Days	

3.2	Confirmation of signing of the document by all parties	YES	NO
3.3	Submission of a Health & safety Plan	YES	NO
3.4	Site Benchmark finalised	YES	NO
3.5	Site establishment completed	YES	NO
3.6	Project acceptance letter received	YES	NO
3.7	Construction drawings issued (Please attach separate list with No's)	YES	NO
3.8	Labour rates established in accordance Dept. of Labour	YES	NO

3.9	Liability Period				
3.10	Retention percentage		Retention Value		
3.11	Construction Guarentee	YES	NO	Percentage of Value	
3.12	Contract Sureties in place	YES	NO	VALUE	
	Institution				
	Expiry date				
	Registration #				

3.13	Type of Contract					
3.14	Value of Penalties/day					
	Percentage of contract value (Ex VAT)					
3.15	Final "As Build" supplied	YES	NO	HARD COPY	YES	NO
				SOFT COPY	YES	NO
3.16	Final "Bill of Quantities" received	YES	NO	HARD COPY	YES	NO
				SOFT COPY	YES	NO

ITEM 4 APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

4.1	Minutes corrected and approved	YES	NO

ITEM 5 MATTERS ARISING

5.1

5.2

5.3

ITEM 6 PROGRESS REPORT-CONSTRUCTION

6.1	Major Activity 1	To be reported on in terms of %, quantity and quality. Performance comparison to programme. Challenges and remedial actions
6.2	Major Activity 2	To be reported on in terms of %, quantity and quality. Performance comparison to programme. Challenges and remedial actions
6.3	Major Activity 3	To be reported on in terms of %, quantity and quality. Performance comparison to programme. Challenges and remedial actions
6.4	Major Activity 4	To be reported on in terms of %, quantity and quality. Performance comparison to programme. Challenges and remedial actions
6.5	Major Activity 5	To be reported on in terms of %, quantity and quality. Performance comparison to programme. Challenges and remedial actions
6.6	Major Activity 6	To be reported on in terms of %, quantity and quality. Performance comparison to programme. Challenges and remedial actions
6.7	Summary of the above (Total of contract)	

ITEM 7 DELAYS, FRUSTRATIONS & DISRUPTIONS

7.1 Report on above with solutions (possible or implemented), affect and cost/savings

7.2 Report on above with solutions (possible or implemented), affect and cost/savings

7.3 Report on above with solutions (possible or implemented), affect and cost/savings

ITEM 8 PLANT/MATERIALS ON SITE

8.1 List of plant on site in last month (attach)

8.2 List of materials on site

ITEM 9 RAINFALL / WEATHER

9.1 Rainfall record for month and history of project

9.2 Days claimed due to rain

ITEM 10 HEALTH & SAFETY

10.1 Accidents /fatalatires

10.2 HIV awareness training

10.3 PPE

10.4 Other

ITEM 11 PROGRESS REPORT - QUANTITIES & PAYMENT vs TENDER

11.1 Detailed Bill of Quantities accumulative **[Annexure B]**

11.2 Summary of above (own format)

ITEM 12 GENERAL QUALITY & ACCEPTABILITY OF WORKS AND MATERIALS

12.1 Quality and acceptability of materials and specifications

ITEM 13 VARIATION ORDERS /CHANGE IN SCOPE OF WORKS

13.1 Variation Orders Required

13.2 Variation Orders Given

13.3 Time impact

13.4 Summary of above for project duration

ITEM 14 INFORMATION / INSTRUCTIONS (Includes drawings)

14.1 Information / Instructions required by contractor

14.2 Information / Instructions given to Contractor

14.3 Information / Instructions given to Consultant by Client

14.4 Summary of all above for project duration

14.5 Confirmation that all instructions are in writing

ITEM 15 FINANCE

12.1 Time claims (Rain & other)

12.2 Project Finance-Detail(Historical accumulative to date showing total claim, retention, balance, VAT, date submitted, date paid, VOs etc) **[Annexure A]**

12.3 Contingencies used

12.4 Summary of above

12.5 Comments/Requests etc

ITEM 16 SERVICES

16.1 Services damaged (where, when, cost, status)

16.2 Movement/change of services

16.3 Requirement for services not tendered for

ITEM 17 SUB CONTRACTORS & LABOUR

17.1 List of sub contractors with following information: Name, CIDB rating, expected completion CIDB rating, value of work, type of work, area of origin & performance

17.2 Sub Contractor Service Level Agreements in place (To be filed with labour reports, once off per sub contractor))	YES	NO
17.3 Proof of payment of sub contractors & labour(to be attached at each meeting)	YES	NO
17.4 Total amount of local emplyees (contract labour) emplyed by Contractor	0	
17.5 Total days worked	0	

Female		Male		Youth		Disabled	
Days		Days					

Female	#DIV/0!
Male	#DIV/0!
Youth	#DIV/0!
Disabled	#DIV/0!

Contractor Employed Local	R/Day
Daily rate: General Labourer	
Daily Rate: Semi Skilled	
Daily Rate: Skilled	

Project accumulative paid

ITEM 18 ENVIRONMENTAL ISSUES

18.1

ITEM 19 SUB CONTRACTING/LABOUR ISSUES

19.1

ITEM 20 COMMUNITY ISSUES

20.1

ITEM 21 ADMINISTRATION

18.1 Have the following been submitted & attached

a)	Latest Payment Certificate	N/A	YES	NO
b)	Latest Site Meeting Minutes and attendance register	N/A	YES	NO
c)	Labour report (EPWP)	N/A	YES	NO
d)	Sub Contractor SLA / s	N/A	YES	NO
e)	Labour employment contracts (Once off / person- example only)	N/A	YES	NO
f)	List of plant - including historical	N/A	YES	NO
g)	Financial report - Annexure A	N/A	YES	NO
h)	Accumulative Bill of Quantities - Annexure B	N/A	YES	NO
i)	List of drawings and revisions issued (with dates and receipt confirmation)	N/A	YES	NO
J)	List of drawings required	N/A	YES	NO
k)	Abreviated construction programme comparing original to current with actual cost.	N/A	YES	NO
l)	Copy of the Project Steering Committee minutes & attendance register	N/A	YES	NO
m)	Quality control tests since last meeting	N/A	YES	NO

ITEM 22 ANY OTHER BUSINESS

22.1

22.2

22.3

Signed as a true reflection of the minutes of the meeting:

.....	.....	.....
Consultant	Employer's representative	Contractor