

SOUTH AFRICAN ROAD FEDERATION
SYMPOSIUM ON THE PREPARATION OF CONTRACT DOCUMENTATION
AND ADMINISTRATION OF CIVIL ENGINEERING CONTRACTS
CHAPTER 15: SITE MEETING MINUTES

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SITE MEETING MINUTES

1. INTRODUCTION

Site meetings are essential component of sound Contract administration and the provision of adequate minutes, recording the agreed proceedings of those meetings is equally essential. Such minutes should be properly and formally written up, quickly distributed and formally confirmed and signed (after agreed corrections).

A preliminary meeting attended by relevant representatives of Employer, Contractor and Engineer should be held to establish (and duly record):

- Where and when site meetings will be held
- Who will attend the site meetings
- Who will produce the minutes
- The status of the minutes (see below)
- To whom will minutes be distributed
- Names of individual representatives and their contact phone/fax numbers
- RE's powers
- Status of email communications
- Site access
- Preliminary programmes
- Setting out beacons
- Measurement format
- Due Completion Date
- Requirements for Certificate of Practical Completion (or Taking-Over Certificate)
- Stage completion?
- Testing and sampling procedures
- Other relevant matters.

With regard to the status of the minutes, the following is suggested as suitable:

“Purpose of the site meeting is to facilitate the administration of the Contract, to monitor progress and to provide a forum for communication between the parties involved.

It is an occasion for the identifying and formal tabling of matters of interest and concern and for the reaching of agreement on those matters where such agreement can readily be reached. It is not an occasion for the debating of contentious issues.

On “Approval of the Minutes of the Previous Site Meeting”, those minutes become a formal record of the proceedings of that Site Meeting. The minutes must record the decisions, requests and the details of Contract Administration dealt with at the Meeting. While the Minute may record details with respect to any claim, request, ruling, notice, decision or such like, that record will not constitute a claim, request, ruling, notice, decision or such like in compliance with any provision of the Contract; all such matters must be dealt with by formal correspondence”.

The following list details agenda items for site minutes; not all items will be relevant to any given project and the parties may prefer to deal with many of the items either by means of appendices to the minutes or separately from the minutes. However it should be noted that all the listed items, if relevant to the project, are items that require ongoing monitoring by some means or another, on a continuous basis; such monitoring is best achieved by the maintaining of a formal record agreed by the parties.

2. SUGGESTED AGENDA ITEMS FOR SITE MINUTES

Attendance

The Employer
The Contractor
The Engineer
The environmental Protection Officer
The sub-contractor(s)
Other contractors
Community Representatives
Service Authorities
Others
Apologies

Previous Minutes

Accepted?
Matters arising

Drawings

Issued
Required
Maintain register

Programme

Forecast/actual
Partial completion
Practical completion
Completion
Liaison with others
Completion Date
Commencement Date
Due Completion Date
Time for Completion
Penalties
Anticipated completion date
Progress
Extension of Time
Other contractors
Sub-contractors
Delays/rain/other sub-sequential/strikes/
potential

Outstanding work
List and snag lists

Site Instructions

Variations
Daywork
Extra work
Additional compensation

Claims

Rulings/determinations/disputes
Mediation
Arbitration/court

Finance

Measurement and payment
Estimated final cost
Value of variations etc
Anticipated value of claims etc
Penalties/delay damages

Materials and Workmanship

Standard of work
Test results
Materials to be ordered
Borrow pits
Environmental

General

Personnel
Traffic accommodation and safety
Establishment
Landowners and the public
Employer's surrounding property
Expropriation
Access
Contract Administration
Plant on Site

Safety

Accidents and injuries
OHS

Information and Instructions

Contractor
Employer
Engineer

Technical

Construction
Section A, Section B, Section C etc

Closure

Any other business
Distribution of minutes
Enclosure