

Employer
SAKO BRNO A.S.

Project
Modernization of WtE Plant SAKO Brno

Date
July 2024

PART III, APPENDIX B5

REQUIREMENTS FOR CORRESPONDENCE AND MEETINGS



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1. ROUTINES FOR CORRESPONDENCE

1.1 General

The term 'correspondence' refers to letters, e-mails, monthly reports, minutes of meetings, and despatch notes.

The Contractor shall set up and maintain a chronological register/log for all outgoing and incoming correspondence according to this appendix.

1.2 Correspondence to the Employer

All correspondence to the Employer concerning the Contract Object must be sent to:

Employer

SAKO Brno, a.s.
Jedovnická 4247/2
628 00 Židenice,
Czech Republic

Contact person: Pavel Slezák
Telephone: +420 548 138 217
E-mail: pavel.slezak@sako.cz

A copy of all correspondence to the Employer concerning the Contract Object must be sent to:

Owners Engineer

Contact person: <Name of Owners Engineer>
Telephone: <Phone no.>
E-mail: <E-mail>

Correspondence may be forwarded by e-mail.

2. MEETING STRUCTURE

2.1 Contract Meetings

The project management of the Contractor and the project management of the Employer are obligated to participate in contract meetings. Contract meetings are conducted once a month shortly after the Contractor's delivery of the Monthly report. At the contract meeting focus will be on contractual issues like time, economy, quality, health and safety etc.

The Employer will convene the meetings and keep minutes. The minutes will be distributed to all delegates and representatives of the parties. The minutes will be considered approved and binding on the parties, if, at the latest, no objections have been made at the following contract meeting.

The project meetings will take place at the Employer's premises.

2.2 Project Coordination Meetings

The project management of the Contractor and the project management of the Employer are obligated to participate in project coordination meetings.

The purpose of the project coordination meetings is planning and coordination of the project execution.

Examples of meeting agenda are:

- Layout workshop
- Process interface coordination meetings (with external interfaces)
- Risk assessment workshops
- CE-meetings
- Standardisation meetings
- KKS meetings
- HSE workshop with the Employer's HSE coordinator in design
- Construction planning meeting
- Commissioning planning meeting
- Training planning meetings
- Architectural Design Development Meetings

The Employer will convene the meetings and keep minutes. The minutes will be distributed to all delegates and representatives of the parties. The minutes will be considered approved and binding on the parties, if, at the latest, no objections have been made at the following project meeting.

The project meetings will take place at the Employer's premises.

2.3 Technical Meetings

Technical specialists of the Contractor and the Employer are obligated to participate in technical meetings.

Technical meetings will be scheduled ad hoc and in addition to the contract meetings and project coordination meetings. The technical meetings are focusing on specific technical issues.

The technical meetings will be scheduled as required by the Employer or Contractor by approval of the Employer.

The same conditions apply for technical meetings as for project meetings.

Examples of technical meetings and workshops are listed below:

- Design meetings for discussion of review of reviewable project and design data
- Design meetings for discussion of technical procurement specifications for subcontractors
- Mechanical meetings
- Electrical meetings
- CMS meetings
- Human Machine Interface meetings
- Functional safety meetings

2.4 Site meetings

The Contractor shall conduct Site coordination meetings at minimum of a weekly basis. The purpose is to coordinate all Subcontractors work on Site. All working processes shall be coordinated and Site plans and level plans including storage areas will be coordinated (cranes, deliveries, scaffolding and working areas etc.).

All Subcontractors at Site shall be represented at the Site meetings.

Every morning a toolbox meeting shall be conducted by the Contractor.

The Employer may participate in site coordination meetings, and occasionally in the toolbox meetings. The Contractor shall call-in the Employer's site supervision manager for all such meetings.

At the appropriate time the Contractor shall provide as a minimum a weekly report setting out the progress of training against the training programme and bring to the Employer's attention any potential issues so that appropriate actions can be co-ordinated.

2.5 HSE meetings

Health and Safety meetings shall be conducted by the Contractor during the erection and commissioning phase of the project. The Contractor shall call-in the Employer's site supervision manager for all such meetings.

All Subcontractors at Site shall be represented at the safety meetings.

The Employer may participate in Health and Safety meetings.

3. DOCUMENT MARKING/CODING

All technical documents and drawings produced by the Contractor shall follow the Employer's present procedure and be designed and coded in accordance with Appendix A14.7 *Documentation*.

4. REQUIREMENTS FOR DISTRIBUTION OF TECHNICAL DOCUMENTATION

4.1 Distribution from Contractor to Employer

All technical documentation sent to the Employer shall be identified in the Contractor's document schedule and sent with information as described, cf. Appendix B3 *Requirements for Planning and Reporting*.

Files distributed through the document management system shall have a file name which is identical with the document number.

All dispatches shall have as an attachment a list containing a summary of what is included in the dispatch.

4.2 Distribution from Employer to Contractor

In connection with the kick-off meeting for the Contract, the Employer and Contractor shall conduct a review of the document schedule and clarify routines linked to distribution.