

## 1EWo2 Enabling Works – Area South

### Document Title:

**Completion/Readiness Review Meeting Minutes – WP???**

Document number: [TBC]

Revision: [TBC]

WP Reference: [WP number]

Revision	Author	Reviewed by	Approved by	Date	Revision Details
Po1	XXXXXXXXXX Job Title WP Engineer	X XXXXX Job Title WP Engineer	XXX XXXXX Job Title Work Package Manager		Issued for Acceptance
Signature					

STAKEHOLDER REVIEW REQUIRED (SRR)
<input type="checkbox"/> COUNTY/DISTRICT/LONDON BOROUGH COUNCIL <input type="checkbox"/> LOV <input type="checkbox"/> LUL <input type="checkbox"/> NRL <input type="checkbox"/> TFL <input type="checkbox"/> UTILITIES COMPANY <input type="checkbox"/> OTHER .....

PURPOSE OF SRR
<input type="checkbox"/> ACCEPTANCE  <input type="checkbox"/> APPROVAL  <input type="checkbox"/> NO OBJECTION  <input type="checkbox"/> CONSENT

### REVISION CHANGES, AUTHORISATION & ISSUE RECORD

Version	Date	Sections revised	Brief description of the revision	Prepared by	Checked by	Approved by	Reason for Issue	HS2 Acceptance Decal Code
Po1	15-03-2017		Original version	XXXXX	XXXXXX	XXXXX	For Acceptance	



# Review Meeting Minutes –

## WP???

Meeting date: 1 January 2019

Meeting location: TBC

**Attendees;**

- WPM (Chair)
- HS2 PM, the Supervisor and other representative as necessary
- Third Party Representative as applicable (MWCC, Utility provider etc..)
- CSjv TA Representative
- CSjv Quality Manager
- CSjv Handover Manager
- CSJv Environmental Manager
- CSjv Engineering Manager
- WP Senior Engineer
- Any other as necessary

Apologies: TBC

Distribution: Invitees, CSJV Section Manager, Delivery Director

Purpose: For HS2 Acceptance

Item	Description	Action By	Due
	Work Package Completion Champion/co-ordinator/Main point of contact : (Name)		
1.0	Package Timescale		
1.1	Planned WP Completion Date – TBC		
	Planned Pre-Inspection Date(s) – TBC		
	Planned Completion Meeting (Two weeks prior to WP Completion) - TBC		

Item	Description	Action By	Due
2.0	<b>Deliverables</b>		
2.1	L3 Certificate(s)  Planned Completed Current status  Check if current Route Map reflect current L3 numbers.		
2.2	VVM Status  Current status:  Planned re-submission:		
2.3	H&S File(s) Status – Planned & Issued (Aconex Template ref: TMP-000015)  Draft H&S File shall be sent for internal reviewed to Engineering manager <u>and</u> Handover Manager atleast 1 week prior to planned eB submission)		
2.4	List of Planned As-built information (Redline, As-built 2D, As-built 3D model, Survey etc.) –  Include list of agreed as-built deliverables		
2.5	Interface Control Documents		
2.6	Configuration Status Report		
2.7	WP Completion Certificate (Aconex template ref: 1EW02-CSJ-QY-TEM-S000-000002)		
2.8	MIDP Status		

Item	Description	Action By	Due
	Current status: Planned re-submission:		
2.9a	ITP Handover Pack(s) / Deliverables / Demolition Record etc. <ul style="list-style-type: none"> <li>• List of ITP(s) used</li> <li>• List of Handover Pack(s)               <ul style="list-style-type: none"> <li>○ Total Planned</li> <li>○ Submitted</li> <li>○ To be submitted</li> </ul> </li> </ul> All ITP Handover packs shall be sent for internal review to Quality Manager atleast 1 week prior to planned eB submission)		
2.9b	Temporary works documentation required for handover <ul style="list-style-type: none"> <li>• Temporary work As-built sketches</li> <li>• Temporary works information pack(s)</li> </ul> Refer to temporary works as-built procedure 1EW02-CSJ-EN-PRO-S000-000009 for information required for handover or speak to temporary Works Co-ordinator		
2.10	Waste Transfer Notes - <a href="#">Available on Smart Waste</a>	<b>Note</b>	
2.11	Third Party Deliverables (NR, TW, Utility Company etc.)		
2.12	U&As, CCP, other Environmental deliverables		
2.13	H&S incidents and inspection actions from HORACE - to be closed out	<b>Note</b>	
2.14	COWL list (BIM 360 to be used to record and manage outstanding snagging works)		
2.15	NCR list (if any open)  Extract package related NCRs from Project NCR register and upload on eB separately.		

Item	Description	Action By	Due
2.16	RFI, EWN Register, if any  Include Project Control Register eB reference, which should include relevant RFI, EWN, PMI etc.		
2.17	O&M Manual (if any)  Draft O&M Manuals shall be sent for internal reviewed to Engineering manager <u>and</u> Handover Manager atleast 2 week prior to planned eB submission)		
2.18	Lesson Learnt Workshop  To be arranged prior to Completion Meeting and Lesson Learnt Register to be issued on eB for HS2 acceptance.  Template and Guidance on SharePoint  On completion of Lesson Learnt Workshop, register to be uploaded on eB and notified to SharePoint Manager		
2.19	Transfer of Control of Premises Certificate  (For site/area handover with PC responsibility to HS2 or other contractor)  Aconex Template Reference: 1EW02-CSJ-QY-TEM-S000-000005		
2.20	Asset / AD4 Forms requirement  Liaise with BIM Manager		
2.21	Costain Gates 8 Completion - (Not HS2 Deliverables)  (To be completed for each sub-contractor and completed form to be uploaded on aconex)  Aconex template reference: CPM-G-008		
2.22	Planned CP7 certificate and inspection		

<i>Item</i>	<i>Description</i>	<i>Action By</i>	<i>Due</i>
2.23	Document Placeholders list on Aconex and eB to be extracted and reviewed  (Liaise with MIDP Manager for list of eB placeholders)		
3.0	<b>AoB</b>		
4.0	Next Meeting Date  Follow-up meeting to be planned atleast 4 weeks prior (Pre-Inspection stage) to update progress of actions from this meeting.		

