**MINUTES OF MEETING**

**Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MEETING NAME :** Site Meeting No.

**DATE & TIME :**

# VENUE :

**ATTENDEES :** Name………………………. Company ……………………….

Name………………………. Company ……………………….

Name………………………. Company ………………………. Name………………………. Company ………………………. Name………………………. Company ………………………. Name………………………. Company ………………………. Name………………………. Company ……………………….

Name………………………. Company ………………………. Name………………………. Company ……………………….

Name………………………. Company ………………………. Name………………………. Company ……………………….

**TAKEN BY :** Name………………………. Project Alliance Co., Ltd. (PAC)

**REVIEWED BY :** Name………………………. Project Alliance Co., Ltd. (PAC)

**DISTRIBUTION :** All Attendees

Site Circulation

**ATTACHMENT :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Contractor Name**  **/** no. of Pages | **Contractor Name**  **/** no. of Pages | **Contractor Name**  **/** no. of Pages | **Contractor Name**  **/** no. of Pages |
| 1. | Weekly Report | - | - | - | - |
| 2. | RFI Log | - | - | - | - |
| 3. | RFA-Shop Drawing Log | - | - | - | - |
| 4. | RFA-Material Log | - | - | - | - |
| 5. | RFA-General Log | - | - | - | - |
| 6. | NCR Log | - | - | - | - |
| 7. | RFV Log | - | - | - | - |
| 8. | Program | - | - | - | - |
| 9. | Other Document | - | - | - | - |

| **ITEM** | **ISSUE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **ACTION** | | | | | | | | | | | | | | | **DATE** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Purpose of Meeting** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 1.1 | To follow up all works progress by comparing with committed program, identify and solve all problems including safety issue, review progress of material supply by owner items, follow up progress of design revision and comment from consultants on design issues, follow up all document (RFA, RFI, RFV, VO, etc.) administration. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| **2.** | **Previous Minutes Acceptance** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 2.1 | PAC haven’t been advised any comments on the last minutes of meeting. Therefore, the minutes were deemed accepted by recipients. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| **3** | **Notification to advise or inform** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 3.1 | (Input) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | |
| **4** | **Environment, Health and safety (EH&S)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 4.1 | (Input) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | |
| **5.** | **Progress of Work** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 5.1 | Contractor Works: *Company Name* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| 5.1.1 | Progress of Work (on ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | | | | | | | | | | | | | | | - | | |
| Description /Area | | | | | | | Progress (%) | | | | | | | | | | | | | | | | | Cause of Delay | | | | | | | | | | | | | | | | | | | | | Plan of Catch Up Date | | | | | | | | | | |
| Plan | | | | | Actual | | | | | | ± (Day) | | | | | |
|  | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| Total | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| 5.1.2 | Cause of Delay Resolution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | |
| Description /Area | | | | | | | Resolution to Problem | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.2 | Contractor Works: *Company Name* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| 5.2.1 | Progress of Work (on …………….…..) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | | | | | | | | | | | | | | | - | | |
| Description /Area | | | | | | | Progress (%) | | | | | | | | | | | | | | | | | Cause of Delay | | | | | | | | | | | | | | | | | | | | | Catch Up Date | | | | | | | | | | |
| Plan | | | | | Actual | | | | | | ± (Day) | | | | | |
|  | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| Total | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| 5.2.2 | Cause of Delay Resolution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | | | | | | | | | | | | | | | - | | |
| Description /Area | | | | | | | Resolution to Problem | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **6** | **Status of RFI, RFC, RFA, NCR, RFV and Other Document** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 6.1 | Status of Request for Information (RFI) (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| Contractor | | | | | | | | | Submitted  (No.) | | | | | Replied  (No.) | | | | | | | | Cancel  (No.) | | | | | | Remaining (No.) | | | | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | |
| PAC | | | | | | | | | | Designer | | | | | | | Owner | | |
| ≤7  D | | | | | >7 D | | | | | ≤7  D | | | >7 D | | | | ≤7  D | | >7  D |
| *Company Name* | | | | | | | | |  | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | | |  | | | | |  | | |  | | | |  | |  |
| *Company Name* | | | | | | | | |  | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | | |  | | | | |  | | |  | | | |  | |  |
| *Company Name* | | | | | | | | |  | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | | |  | | | | |  | | |  | | | |  | |  |
| 6.2 | Status of Request for Clarification (RFC) (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| Work/Trade | | | | | | | | | | | Submitted (No.) | | | | | | | | Replied  (No.) | | | | | | | Cancel  (No.) | | | | | | Remaining (No.) | | | | | | | | | | Remaining Status (No.) | | | | | | | | | | | | | |
| Designer | | | | | | | | | Owner | | | | |
| ≤7  D | | | | | >7 D | | | | ≤7  D | | | >7 D | |
| *Company Name* | | | | | | | | | | |  | | | | | | | |  | | | | | | |  | | | | | |  | | | | | | | | | |  | | | | |  | | | |  | | |  | |
| *Company Name* | | | | | | | | | | |  | | | | | | | |  | | | | | | |  | | | | | |  | | | | | | | | | |  | | | | |  | | | |  | | |  | |
| *Company Name* | | | | | | | | | | |  | | | | | | | |  | | | | | | |  | | | | | |  | | | | | | | | | |  | | | | |  | | | |  | | |  | |
| 6.3 | Status of RFA – Shop Drawing (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| Contractor | | | | | Submitted (No.) | | | | | Approved  (No.) | | | | | Cancel  (No.) | | | | | | | | Remaining (No.) | | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | | | | To be Re-Submitted | | | | |
| PAC | | | | | | Designer | | | | | | | | | Owner | | | | | | |
| ≤7  D | | >7 D | | | | ≤7  D | | | | >7 D | | | | | ≤7  D | | | | >7 D | | | ≤7  D | | | >7 D | |
| *Company Name* | | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |  | | | |  | | | |  | | | | |  | | | |  | | |  | | |  | |
| *Company Name* | | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |  | | | |  | | | |  | | | | |  | | | |  | | |  | | |  | |
| *Company Name* | | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |  | | | |  | | | |  | | | | |  | | | |  | | |  | | |  | |
| 6.4 | Status of RFA – Material (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| Contractor | | | | | Submitted (No.) | | | | | Approved  (No.) | | | | | Cancel  (No.) | | | | | | | | Remaining (No.) | | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | | | | To be Re-Submitted | | | | |
| PAC | | | | | | Designer | | | | | | | | | Owner | | | | | | |
| ≤7  D | | >7 D | | | | ≤7  D | | | | >7 D | | | | | ≤7  D | | | | >7 D | | | ≤7  D | | | >7 D | |
| *Company Name* | | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |  | | | |  | | | |  | | | | |  | | | |  | | |  | | |  | |
| *Company Name* | | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |  | | | |  | | | |  | | | | |  | | | |  | | |  | | |  | |
| *Company Name* | | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |  | | | |  | | | |  | | | | |  | | | |  | | |  | | |  | |
| 6.5 | Status of RFA – General (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| Contractor | | | | | Submitted (No.) | | | | | Approved  (No.) | | | | | Cancel  (No.) | | | | | | | | Remaining (No.) | | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | | | | To be Re-Submitted | | | | |
| PAC | | | | | | Designer | | | | | | | | | Owner | | | | | | |
| ≤7  D | | >7 D | | | | ≤7  D | | | | >7 D | | | | | ≤7  D | | | | >7 D | | | ≤7  D | | | >7 D | |
| *Company Name* | | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |  | | | |  | | | |  | | | | |  | | | |  | | |  | | |  | |
| *Company Name* | | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |  | | | |  | | | |  | | | | |  | | | |  | | |  | | |  | |
| *Company Name* | | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |  | | | |  | | | |  | | | | |  | | | |  | | |  | | |  | |
| 6.6 | Status of NCR (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| Contractor | | | | | | | | | | | | | Submitted (No.) | | | | | | | Closed (No.) | | | | | | | | | | | | | | | | | Remaining (No.) | | | | | | | | | | | | | | | | | | |
| Accept | | | | | | | Not accept | | | | | | | | | | In Progress | | | | | | | | | | | | Overdue | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |
| 6.6.1 | Found NCR that PAC does not accept the corrective as follows: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contractor | | | | | | | | | | | | | NCR No. | | | | | | | | | | | | | | Causes for not accepting amendments | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.6.2 | | NCR found that cannot be corrected as follows: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contractor | | | | | | | | | | | | | NCR No. | | | | | | | | | | | | | | Unresolved causes | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Company Name* | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.7 | Status of Request for Variation Work (RFV) (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| Contractor | | | | | | Submitted (No.) | | | | | Approved  (No.) | | | | | Cancel (No.) | | | | | | | Remaining (No.) | | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | | | | | To be Re-Submitted | | | |
| PAC | | | | | | QS | | | | | | | | Owner | | | | | | | | |
| *Company Name* | | | | | |  | | | | |  | | | | |  | | | | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | | | | | | |  | | | |
| *Company Name* | | | | | |  | | | | |  | | | | |  | | | | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | | | | | | |  | | | |
| *Company Name* | | | | | |  | | | | |  | | | | |  | | | | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | | | | | | |  | | | |
| **7.** | **Status of Procurement / Direct Purchase by Owner** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 7.1 | List of Direct Purchase items / material by owner. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| No. | Description | | | | | | | | | | Purchase Due Date (as per Program) | | | | | | | | | | | | | Material on Site Due Date  (as per Program) | | | | | | | | | | Status | | | | | | | | | | | | | | | | | | | | | |
| 1 |  | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 2 |  | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 3 |  | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **8.** | **Additional / Deduction Work to be issued Site Instruction** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 8.1 | Status of Additional / Deduction of Work to be issued Site Instruction (Up to date ………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | **-** | | |
| No. | Description | | | | | | | | | | | | | | | | | | | | Site Instruction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| As Planned (Date) | | | | | | | | | | | | Status | | | | | | | | | | | | | | | | | | | | | | |
| 1 |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 2 |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 3 |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **9** | **Contracts** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 9.1 | Status of Contract (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | **-** | | |
| No. | Contractor Name | | | | | | | Work Name | | | | | | | | | | | | | Status | | | | | | | | | | | | | | | | | cc. to PAC (Date) | | | | | | | | | | | | | | | | | |
| 1 | *Company Name* | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| 2 | *Company Name* | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| 3 | *Company Name* | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **10** | **Work Completion (Milestone, Practical and Final) Schedule** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 10.1 | Status of Work Completion (Milestone, Practical and Final) (Up to date ……….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | - | | |
| Contractor | | | | Check Point / Milestone (Date) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | CPC  (Date) | | | | | | | | | | CFC  (Date) | | | | | |
| MS1 | | | | | MS2 | | | | | | | | MS3 | | | | | | | | MS4 | | | | | MS5 | | | | | | | | | |
| *Company Name* | | | Contractual |  | | | | |  | | | | | | | |  | | | | | | | |  | | | | |  | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| Actual |  | | | | |  | | | | | | | |  | | | | | | | |  | | | | |  | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| *Company Name* | | | Contractual |  | | | | |  | | | | | | | |  | | | | | | | |  | | | | |  | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| Actual |  | | | | |  | | | | | | | |  | | | | | | | |  | | | | |  | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| *Company Name* | | | Contractual |  | | | | |  | | | | | | | |  | | | | | | | |  | | | | |  | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| Actual |  | | | | |  | | | | | | | |  | | | | | | | |  | | | | |  | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| **11.** | **Equipment and Tool Calibration** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | | | | | | | | | | | | | | | **-** | | |
| 11.1 | Status of Equipment and Tool Certificate of Calibration (Up to date ………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | | | | | | | **-** | | |
| No. | Equipment / Tool / Model | | | | | | | | | | | | | | | | | | | | Certificate Expire date | | | | | | | | | | | | | | | | | Next calibration date | | | | | | | | | | | | | | | | | |
| 1 |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| 2 |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| 3 |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **12** | **Any Other Business** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 12.1 | (Input) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | |
| 12.2 | (Input) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | |
| **13** | **Next Meeting:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | | | | | | | **-** | | |
| 13.1 | Next meeting was to be at …….. hours on ……..at…………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | All | | | | | | | | | | | | | | |  | | |

NA = Not Applicable, TBA = To Be Advised

These minutes constitute understanding in the meeting’s contents by the taker(s). Should there be any comments, please notify the taker(s) in writing within 7 calendar days after receiving these minutes. Otherwise these minutes are deemed accepted by recipients.