



## BUSINESS PARTNER MEETING KICK OFF MEETING

### Meeting XX-XXX:

Venue :

Date :

Time :

### Meeting Agenda:

No.	Description	Target Complete (Action by)
1.	<b>Objective/Purpose:</b>	
	The objective of Business Partner Kick Off Meeting is to provide a clearly briefing regarding project scope, requirements, timeline, key person and communication channel during the project construction.	INFO
2.	<b>Criteria</b>	
	<ul style="list-style-type: none"> <li>– Meeting to Start on Time</li> <li>– Silent the Phone and Answer any urgent call outside the meeting room</li> <li>– Follow the minutes / agenda of meeting</li> <li>– Wrap up each Agenda</li> <li>– Follow time schedule</li> <li>– Everyone has chance to speak</li> </ul>	INFO
3.	<b>Introducing the Project Team</b> <i>(to attach with organization chart)</i>	
4.	<b>Contractual Matters</b>	QS
	i. Scope of Work	
	ii. Progress Claim Process <i>(To brief on progress claim cut of date to submit and SOP for claim verification)</i>	
5.	<b>Project Schedule, Manpower and Machineries Required, Site Logistic</b>	KEY PIC
6.	<b>Documentation Matters</b> <i>(To brief process and requirement for below document and to distribute project compliance requirement)</i>	KEY PIC
	i. Request For Work Inspection (RFWI)	
	ii. Site Diary Record	
	iii. Progress Report	
	iv. Document Submission for Approval <i>(Material Approval, Shop Drawing, Work Method Statement, Inspection Test Plan, Checklist, As-Built, Warranty, etc.)</i>	
7.	<b>Quality Control Matters</b> <i>(To brief on QC assessment to carry out)</i>	KEY PIC
8.	<b>Site Matters</b>	KEY PIC
	i. Location of survey point references	
9.	<b>Safety Matters</b>	SHO / SSS
	i. Safety Induction	
	ii. Toolbox and safety meeting	
	iii. Housekeeping	
10.	<b>Other matters</b>	

The contents of the meeting will not only limit to the above-mentioned list



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Meeting was adjourned at _____. The next meeting on _____ Date : Time : Venue :			INFO
	Signature:	Prepared by:	Review by:
	Name:		
	Title:		
	Date:		
END			

*The contents of the meeting will not only limit to the above-mentioned list*