



Contractor Kick-off Meeting

MINUTES OF MEETING			
Location:		Project #:	
Date:		Prepared By:	

Attendees:			
NB Power:		Contractor	
#	Discussion	Action/ Notes	
	Introduction of Attendees (5 min)		
	Review of Agenda (2 min)		
	Safety (20 min) 1. Safety Procedures, Work Methods 2. Security 3. Permits		
	Project Overview – SCOPE (10 min)		
	Project Team (5 min) 1. Organization Chart and contact information NB Power 2. Organization Chart and contact information Contractor and Subcontractor		
	Communication Protocol (10 min) 1. Notifications 2. Emergencies 3. Contacts (NBP & Contractor) 4. Other		
	Schedule (10 min) 1. Hours of Work		



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#	Discussion	Action/ Notes
	Changes in the Work (5 min) 1. Process / Approvals	
	Invoices, Progress Reporting etc. (5 min) 1. Format and Frequency	
	Qualifications (15 min) 1. Staff Qualifications - [Ensure that Contractor's tradespeople are qualified to do the work. Their qualifications must meet the requirements stated in the contract documents, provincial and federal regulations and of any local labour requirements. Qualifications must be submitted to NB Power and approved prior to commencement of work]. 2. Vehicle/Equipment Certifications – [All tools and equipment, including vehicles, must be certified in accordance with industry practises and NB Power requirements. Proof of certification must be provided prior to use]	
	Other	
	Please advise the writer of any errors or omissions within 48 hours of receipt.	