

	Appendix 5 Minutes of the meeting with the Contractor	Prepared on: 26 October 2022
		Contract No.:

MINUTES OF MEETING WITH THE CONTRACTOR

Task name	
Meeting date:	
1. The meeting addressed the results of the OHS and Environmental Protection review (e.g. discussion on identified observations, OHS inspection report, etc.).	
2. Assessing the tasks to be implemented after the previous meeting (e.g. assessment of implementation, conclusions from the tasks not carried out correctly, corrective action to be taken, etc.).	
3. Setting ongoing tasks (e.g. problem definition, identification of the person responsible, completion deadline, etc.).	



**Appendix 5 Minutes of the meeting
with the Contractor**

Prepared on: 26 October 2022

Contract No.:
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Attendees:

No.	Full name	Position	Company name	Signature
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