



South Tees Site Company

Teesside Management Offices, Redcar, TS10 5QW

Appendix 6 - Contract review meeting minutes

Date:

Present:

Health & Safety:

Accidents: 0

Safety/Environmental incidents: 0

Near misses: 0

Commercial review:

Contract spend YTD

	May	Jun	Jul	Aug
Actual				
Budget				

Overtime: N/A

Ad hoc spend:

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Orders:

Invoices:

Operational review:

KPI's:

Operational issues:

Damage:

Barriers/enablers:

Cost reduction:

Innovation:

Contract improvement:

Scope:

Contract compliance:

Complaints/non-conformance:

HR:

Absenteeism:

Training & Development:

Badging:

Action review: