

Project Name
PROJECT CLOSE OUT AGENDA

Date, 8:00 a.m. – 5:00 pm

Location Address Needed

INTRODUCTIONS – FMI Project and Health and Safety Management team and Consultant and Contractors Project and Health and Safety Management team

Safety Share

Housekeeping – emergency exits and muster point, bathrooms, etc.

Project Performance – Facilitated by FMI

- Health and Safety Management Systems Recap– Facilitated by FMI Health and Safety
 - Submission of Deliverables
 - Understanding of Risk Management Process
 - Able to apply Risk Management to Development of HSEP
 - Safety meetings (content and frequency – tailgates, weekly, etc)
 - Self-Conducted Safety Audits (content and frequency)
 - FMI Conducted Safety Audits
 - Were Audit Items Addressed in a Timely Manner?
 - Did the Site Health and Safety Officer(s) understand FMI Health and Safety Expectations?
 - FMI presentation of Project Health and Safety Statistics
 - Other

- Technical Ability – Facilitated by FMI Project Manager
 - Submission of Premobilization Deliverables (D&A, background checks, permits, workplans, etc.)
 - Mean and Methods Statements – Timely and Complete
 - Where tasks Performed in Accordance with the Mean and Methods Statements?
 - Where Plans and Specification Followed?
 - Training and Skill Set of the Crew
 - Reporting (content and frequency – daily, weekly, monthly)
 - Other

- Capacity – Facilitated by GSC representative
 - Responsiveness to GSC
 - Was Submission of Contract Documents Timely
 - Where tasks performed within the schedule provided?
 - Was the Schedule Updated in a timely manner?
 - Where tasks performed within budget?
 - If Change Orders were required, was the process followed?
 - Other

Open Discussion (Project Management, Health and Safety, GSC, and consultants and/or contractors)

- What went well?
- What could we improve on?
- Is there anything FMI could have done better to improve project performance?

