Self-Lay Pre-start Meeting Agenda (SL-F1)

A pre-start meeting shall be held before any work begins on-site to install new mains or services. The following organisations need to be represented as non-attendance may impact on a works commencement date and programme of work.

- The developer
- The Self-Lay Provider (“SLP”)
- The SLP-appointed contractor
- Southern Water (“SW”) (project manager or assistant project manager)
- Any other interested party (attendance of other Undertakers is recommended to ensure that all parties are aware of proposed design layouts, particularly in case of conflict).

As additional support to developers, the SLP and contractors we shall issue a site guide at the pre-start meeting. This meeting will also identify and agree:

1. Provisional or confirmed dates for construction of work on-site and/or for any off-site reinforcement work.
2. Final “construction drawing” – being the final accepted design for the proposed mains and services locations and required road ducts (scale 1:500 unless otherwise agreed by SW).
3. Traffic management and access.
5. Land entry requirements and notices.
6. Confirmation of any related mains to supply the site that need to be laid beyond the site boundary (ie site-specific work to connect the development to an appropriate connection point on the existing water supply distribution network), or any related Southern Water reinforcement work that needs to be completed prior to the point of connection between the self-lay main(s) and our existing mains network.
7. Any constraints on working.
8. Confirmation of permissible materials to be supplied.
9. Construction requirements (including relevant to connections, network reinforcement work, NRSWA or Land Entry notices, constraints on procurement of materials for Non-contestable work).
10. Access for inspection audits of work compliance and arrangements for aborted work and provision of information and/or SLP work relating.
11. Confirmation of site layout design and housing and related final detailed design proposal for installation of mains and services, compliant with our SLP design guide.
12. Confirmation of developers build programme with particular relevance to installation of mains and necessary valving.
13. Minimum requirements for lengths of mains to be installed at any separate site visit.
14. Provisions for variations to the design (change control).
15. Provisions for connection of mains and services.
16. Requirements to maintain turnover of water on commissioned mains for water quality purposes.
17. Provisions for any step-in work we may require and procedure to reimburse our incurred costs.
18. Whether we or the SLP will supply meters (and any associated meter carriers), and arrangements applying.
19. Any specific requirements we have to ensure the work is installed in accordance with our Self-Lay Policy.
20. Details of UKAS laboratory to be used and arrangements for sampling
21. Confirmation of requirements relating to cement mixing silos. A guidance document is included with our site guide.
22. Confirmation of how the SLP will notify SW on a daily basis of the locations they have been working on; where work is temporarily suspended, or on-going; what work is programmed for the day of notification, and the following week. This notification is to include contact names and telephone numbers for all SLP personnel or contractor gangs.
23. Minutes of this meeting will be taken – the attendee taking minutes will be agreed at the start of the meeting. Meeting notes must be issued to all attendees within five days of the meeting date and, in any event, before the proposed work begins.