

Start-UP meetings template-AGENDA and summary

No.	Agenda	Information or proposition for resolutions at the start-up meeting *	Start-Up Meeting minites/Summary **	Responsible	Deadline
	Date of meeting:				
	Invited: (company and name)				
	Did not show up: (company and name)				
1	Client Policy and focus points				
2	The developer's agreements on common areas				
3	The use of plan for health and safety (PSS)				
4	Contractor's organization, CVR No. notice regarding/information about RUT and RUT No.				
5	Expected subcontractors and information for the OSH Coordinator				
6	Site rules/policies (e.g. language, alcohol and smoking)				
7	Requirements for contractors for self-monitoring				
8	Safety Clothing Requirements				
9	Construction site Layout				
10	Construction waste				
11	Site and OSH Organization and safety meetings – participants, time and dates				
12	Safety inspections – Attendees and date and time				
13	The client's expectation for the employer to assess the performance of particularly dangerous work and agreements with the coordinator regarding particularly dangerous work				

14	Sanctions				
15	Contingency / emergency plan				
16	How to manage guests				
17	Other issues?				

* To be completed before the security meeting, with points for orientation and proposals for decisions. This to limit work on the preparation of the minutes after the meeting;

* * To be completed after the security meeting with relevant changes and additions due to the discussions, decisions, etc. from the meeting.

Date: (insert date)

Responsible: (company name and address, CVR/RUT, name of contact person, telephone number and E-mail address)

Signature of Participants: (company name and address, CVR /RUT no. and name of participant)