

HEXATECH	PROJECT DEPARTMENT	Issue No.: 1	Document	Page 1 of 1
	Project Summary And Planning List	Revision No.: 0	Effective Date: 01 Mar 2017	Document Ref: PD-REC-PSPL

Project Ref. No.: Date:

Project Name:

Contract No./Letter of Award/PO No.: Date Received:

Project Location:

Project Manager: Project Executive:

Site Manager: Site Supervisor:

Site Office Tel. No.: Site Office Fax No.:

Scope of Works:

Key Participants	Company Name	Contact Person	Mobile No.	Tel. No.	Fax. No.
Customer					
Architect					
C&S Engineer					
M&E Engineer					
Quantity Surveyor					
Subcontractor					
Others:					
Others:					

Work programme (start date & estimated completion date):

Manpower/subcontractor:

Test equipment/other equipment required:

Main materials required:

Installation methodology to be used:

List of forms (internal or externally obtained) to be used for this project:

List of method statements, Inspection & Test Plan and other documents required for this project:

Prepared By:	Approved By:	Recorded By:
Signature:	Signature:	Signature:
Name:	Name:	Name:
Appointment: Project Manager	Appointment: Managing Director	Appointment: Admin. Executive
Date:	Date:	Date: