



MAGNUM CONSTRUCTION SERVICES INC.

MEETING MINUTES (SAFETY, COORDINATION, PROGRESS)

Document Code: MCS-OP-F08 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

To establish a consistent process for documenting, distributing, and following up on all project-related meetings — including **Safety**, **Coordination**, and **Progress Meetings**. This ensures that all discussions, commitments, and decisions are properly recorded, assigned, and monitored to maintain transparency, accountability, and compliance with the **Quality Management System (ISO 9001)** and **Safety Management System (ISO 45001)**.

2. SCOPE

This procedure applies to all **Magnum Construction Services Inc.** projects and includes:

- **Weekly Safety Meetings** (Toolbox Talks, HSE Reviews, Incident Reviews).
 - **Coordination Meetings** (interdisciplinary and subcontractor coordination).
 - **Progress Meetings** (client, consultant, and management-level reviews).
 - **Special Meetings** (emergency, design review, or risk workshops).
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3. REFERENCES

- **MCS-QM-01:** Corporate Quality Manual
 - **MCS-HSE-Manual:** Health, Safety & Environment Manual
 - **MCS-OP-F01:** Project Execution Plan
 - **MCS-OP-F02:** Construction Phase Plan
 - **ISO 9001, ISO 45001, ISO 14001** Standards
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4. RESPONSIBILITIES

Role	Responsibility
Project Manager	Chairs progress and coordination meetings; ensures follow-up on actions.
HSE Manager	Conducts and documents weekly safety meetings and site toolbox sessions.
Construction Manager / Site Engineer	Provides daily operational updates and identifies field coordination issues.
Document Controller	Records, formats, distributes, and archives all meeting minutes.
Subcontractors / Vendors	Attend coordination meetings, report progress, and action commitments.
Client / Consultant Representative	Reviews project status and approves key milestones or resolutions.

5. MEETING TYPES AND FREQUENCY

Meeting Type	Frequency	Participants	Primary Focus
Safety / HSE Meeting	Weekly	Project Team, HSE Officers, Subcontractors	Incident review, PPE compliance, risk control, upcoming hazards.
Coordination Meeting	Weekly	Project Team, Site Engineers, Subcontractors	Sequence planning, design coordination, logistics, RFIs.
Progress Meeting	Biweekly / Monthly	Client, Consultant, Project Management Team	Progress, cost, schedule, quality, and major decisions.
Special / Ad Hoc Meeting	As required	Relevant stakeholders	Risk review, emergency response, or technical issue resolution.



6. MEETING MINUTES FORMAT (TEMPLATE)

Project Name: **Meeting No.:**

Location: **Date:**

Time: **Meeting Type:** (Safety / Coordination / Progress)

Chairperson: **Recorder:**

Attendees:

Name Company Position Signature

Agenda:

1. Opening / Previous Minutes Review
2. Safety Performance & Observations
3. Quality Issues / NCRs
4. Progress Update (Schedule, Cost, Procurement)
5. Coordination (Design, Access, Logistics)
6. Environmental / Community Issues
7. Action Items & Responsibilities
8. Decisions Taken
9. Next Meeting Date

7. ACTION ITEM REGISTER (ATTACHED TO EACH MINUTES)(*Note: see form - MCS-OP-F08A_Meeting_Minutes*)

Item No.	Description of Action / Issue	Responsible Person	Target Date	Status (Open / Closed)	Remarks
1	Submit revised crane lifting plan	HSE Manager	11/05/2025	Open	To include new tower crane location
2	Approve updated MEP coordination drawings	Consultant	11/07/2025	Closed	Received on 11/06/2025

Item No.	Description of Action / Issue	Responsible Person	Target Date	Status (Open / Closed)	Remarks
	Repair damaged perimeter fencing				
3		Site Engineer	11/04/2025	Open	50% complete
<i>Note: see form - MCS-OP-F08A_Meeting_Minutes</i>					

8. DISTRIBUTION AND FILING

- All meeting minutes shall be prepared using the **Meeting Minutes Form (MCS-OP-F08A)**.
- Draft minutes must be issued within **48 hours** of the meeting.
- Final minutes (signed and confirmed) must be distributed within **3 working days**.
- Distribution list shall include: Client, Consultant, Project Manager, QA/QC, HSE, and Subcontractors (as applicable).
- Document Controller maintains a **Meeting Minutes Log** and archives signed copies (PDF) in the **QMS Document Control System**.

9. MEETING MINUTES LOG TEMPLATE (*Note: see form - MCS-OP-F08A_Meeting_Minutes*)

Meeting No.	Date	Meeting Type	Location	Issued By	Date Distributed	Status (Draft / Final)	Remarks
MM-001	10/31/2025	Safety	Site Office	J. Rivera	11/01/2025	Final	Toolbox talk attendance 98%
MM-002	11/02/2025	Progress	Conference Room	M. Gaya	11/04/2025	Final	Progress reached 62% overall completion



10. SIGN-OFF AND APPROVAL

Name	Position	Signature / Date	Comments
Project Manager	Operations		
HSE Manager	Safety		
QA/QC Manager	Quality		
Document Controller	Project Controls		
Client / Consultant	External		

11. RECORD RETENTION

All meeting minutes and related action registers shall be retained for **10 years** from project completion.

Both **digital and hard copies** shall be stored in the **QMS Document Control System (SharePoint / ERP)** with version control and revision tracking.