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Power & Industry Pre-Job Meeting Checklist

Project Name:	Project ID Number:
Date:	Location:

IN ATTENDANCE ON BEHALF OF (NAME, TITLE, PHONE & EMAIL)

BASF Sales:
BASF Technical:
Owner:
Engineer:
General Contractor:
Specialty Contractor:
Equipment Manufacturer:
Testing Agency:

AGENDA ITEMS COVERED

Review of Project Details Form for accuracy and understanding.	Yes No
Review of scope of work and product(s) being installed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Review of all parties experience with selected products.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	
Review project specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Review jobsite conditions. (Environment, weather, site access, product storage, etc.) Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Review all current BASF product data guides and SDS for selected product(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure Testing Agency is familiar with test methods and materials for product(s) being installed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm project schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm crew leads are in attendance and will be supervising installation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Review training requirements: 1. Basic Safe Handling Information Date: _____ 2. Grout Placement Methods Date: _____ 3. Additional Training Date: _____ Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Mockup to be performed? Date: _____ (Material needed, personnel available, equipment availability)	<input type="checkbox"/> Yes <input type="checkbox"/> No

MATTERS OF NOTE AND UNDERSTANDING

Please review and read the matters of note contained herein:

1. Proper application is the responsibility of the user. Field visits by BASF and/or its agents, or approved distributor representatives are for the purpose of making technical recommendations only and not for supervising or providing quality control on the jobsite.
2. Any field service provided by BASF and/or its agents, or approved distributor representatives does not constitute supervision, as only the contractor/applicator can supervise their personnel.
3. The presence of BASF and/or its agents does not relieve the general contractor, installer and/or the owners of responsibility for retaining qualified testing personnel, the compliance with specified quality control and/or qualified engineering services.
4. The supply or preparation of this report does not constitute approval of the work performed by the contractor, who shall remain solely responsible for the construction methods, techniques, sequences and procedures and errors and omissions of those personnel and matters under his control.