

	<b>Agenda Template Clarification Meeting for the Supply and Delivery of Burner Corner Spares on an “as-and- when” Required Basis at Kendal Power Station</b>	Template Identifier	240-55245426	Rev	12
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		Effective Date	November 2025		
		Next Review Date	November 2030		
		Generation - Kendal Power Station			

**STRICTLY CONFIDENTIAL**

**NOTICE OF THE CLARIFICATION MEETING TO BE HELD ON MONDAY 22 JUNE 2026 FROM  
10h00 TO 12h00 THROUGH MS TEAMS**

*Note: Change blue text into black and remove the text where explanation is no longer required*

NO.	SUBJECT	SPONSOR / PRESENTER	ACTION <i>[approval/ noting/ recommend]</i>
1.	<b>OPENING:</b>		
	1.1 Welcome	Chairperson	
	1.2 Apologies		
2.	<b>EVACUATION PROCESS / SAFETY / ETHICS MOMENT</b>		
3.	<b>INTRODUCTION AND DECLARATIONS OF INTEREST</b>		
4.	<b>MATTERS FOR DISCUSSION</b>		
4.1	Invitation to Tender		
4.2	Scope of Work		
4.3	Pricing Data		
4.4	Agreements and Contract Data		
4.5	SDL & I Requirements		
4.6	SHEQ Requirements: <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Quality</li> <li>• Environmental</li> </ul>		
5.	<b>CLOSURE</b>		

*Note: This template may be transferred to an excel format for ease of use, provided that the content hereof is retained unaltered.*

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