



## Meeting Minutes **Template**

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Generation Delivery			

**Meeting Name:** Chimneys (West and East) Civil Inspection and Repairs During Outage for a period of Five Years

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>	<b>Meeting No.:</b>
2025/06/03	09:00	Kusile Power Station	01/2025

Item	Subject & salient points	Decisions & Action items	Responsibility <i>[Assign responsibility for actions]</i>	Target date DD/MM/YYYY
1.	<b>Safety and Emergency Evacuation Procedure</b>		Thapelo Ngoepe	
2.	<b>Opening:</b> 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda		Charmaine Silaule	
3.	<b>Declaration of interest</b>	No one in the meeting has an interest to declare		
4.	<b>Matters for information/Noting</b>			
4.1	<b>Questions</b>	<b>Answers</b>		

**Disclosure classification:** *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

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	Does the contract include the inspections of the chimneys?	No, the contract is only for repairs		
	What is the correct CIDB grading	The correct CIDB grading 8CE		
	Are contractual required at contract closing?	No, contractual documents are required at contract award, however we would appreciate if you submit them with your enquiry.		
	What type of diploma is required for the Planner under SDL&I Skill type/occupation?	National Diploma in projects planning or any technical Diploma accompanied by +3years of planning experience.		
5.	General			
6.	Closure <i>the meeting was adjourned on 03June 2025 at 11:50am</i>			

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Signed as a correct record: PA Mokgobu 11-06-2025  
Chairman Date

- NOTES:**
- 1: This template may be transferred to an excel format for ease of use, provided that the content hereof is retained unaltered.
  - 2: The attendance register is to accompany the minutes of the meeting.

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