Enquiry briefing sheet

IWS Environmental Services

To return: save the completed sheet and email it to **team@iwsltd.net** with "[Environmental Services] Briefing sheet" as the subject.

Name		Company	
Contact email		Site / delivery location	

Complete what you know. Leave an open question where information is missing.

Commencement

Site condition and surroundings as found	
Existing arrangements and records in place	
Who holds which responsibility at day one	

What to capture

Activities with real environmental interfaces	
Records the site already generates	
A frequency each item can actually sustain	

Contextualising photographs

Date, location and direction recorded per image	
The reason for the photograph stated	
Images linked to the report they support	

The issue and action record

The evidence and date behind each issue	
A named owner for every open item	
The outcome recorded when the loop closes	

Responsibilities and service windows

Existing site responsibilities and decision routes	
Agreed review windows and named reviewers	
Named recipients and the route for a response	

Review and handover

Periodic review of the arrangements against the works	
The handover point and recipient at completion	
Retention arrangements agreed in the scope	

Supporting drawing or document references	
Questions to discuss	

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