Enquiry briefing sheet

IWS (UK) Contracting

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

Name		Company	
Contact email		Site / delivery location	

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

Defining the package

The work you want inside the package	
The work that stays with others	
Where you are unsure and want advice	

Information and drawings

Drawings and specifications, with revision dates	
Surveys and ground or service investigations	
Anything known to be missing or out of date	

Interfaces and access

Adjoining occupiers and other contractors	
Utilities and statutory interests	
Access routes, restrictions and working hours	

Sequence and programme

Fixed dates and external deadlines	
Decisions or approvals still awaited	
The required order of handovers between stages	

Change control

How a change is raised and by whom	
Who approves, and within what limits	
Where each change and its effect is recorded	

Completion evidence

The records and as-built information required	
Inspections or sign-offs the scope must evidence	
Who receives the completion record and in what form	

Supporting drawing or document references	
Questions to discuss	

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