

**APPENDIX 3. PLANTS/ELECTRONICS  
PHASE I COORDINATION MEETING MINUTES CHECKLIST**

1. Location and type of project
2. Method used to conduct meeting
3. JON/JCN
4. Original scope of approved project
5. Attendees: SMO manager or designee, ASW-470 representatives, F&E persons
6. Summary of action taken on changes proposed during pre-engineering survey
7. List of any changes proposed during this meeting: (Only changes necessitated by extenuating circumstances; e.g., change in Government-furnished equipment, will be permitted at this stage of the project.)
8. Summary of changes to approved scope: (If revised from original.)
  - a. Changes requested.
  - b. Who requested the change to scope.
  - c. Who has action to submit "Scope Change Request" in writing.
9. Status of F&E sponsored test equipment: List changes from Pre-engineering Survey Meeting, if any, and action taken.
10. Confirmation of equipment to become excess as a result of this project and the storage of it.
11. List any pending modifications not covered in pre-engineering survey.
12. List any approved NCP's in lieu of EEM's/PEM's.
13. Review of I&I issues for SMO requirements: Dates should be listed when solutions for issues are identified.
14. Submit request for Work Permit to the SECM for the project.