

Meeting Notes

Project 4038: Floating Bridge for the IoW

Location: Mainstay Marine Solutions Ltd, Pembroke Dock

Date: 16th August 2016

Present

Sean Newton (SN)	Commercial Services Manager	Isle of Wight Council
Tim Light (TL)	Managing Director	King Harry Ferry
John Waters (JW)	Engineering Manager	BCTQ
Tim Hope (TH)	Technical Consultant	BCTQ
David Williams (DW)	Technical Consultant	BCTQ
Stewart Graves (SG)	Managing Director	Mainstay Marine Solutions Ltd
Kevin Lewis (KL)	Operations Director	Mainstay Marine Solutions Ltd
Mel Lewis (ML)	Technical Director	Mainstay Marine Solutions Ltd
Vaughan Griffiths (VG)	Operations Manager	Mainstay Marine Solutions Ltd
Meurig Jenkins (MJ)	Financial Director	Mainstay Marine Solutions Ltd
Pol van Steelant (PvS)	Project Manager	Mainstay Marine Solutions Ltd
Jerry Ware		Premier Solutions

MMSL Mainstay Marine

IOW IOW team of representatives

MCA Maritime & Coastguard Agency

John Waters, Tim Hope and David Williams joined the meeting through a conference call.
Jerry Ware worked with Simon Churchill on the ticketing system

Agenda

- Health & Safety
- Workshop 8 Walkabout
- Project Plan Overview – Revised plan
- Minutes last meeting – Outstanding actions
- New Issues
- AOB

1. Project Plan Overview – Revised Plan

Please find attached PDF with the latest top level project plan. Detailed subproject plans are available on request.

The following points were discussed:

- The project plan is now developed in Microsoft Project rather than in Projectplace. Detailed tasks (cards) will still reside in Projectplace.
- Critical elements in the plan:
 - Hotwork – target finish end of September
 - Painting – first weeks of October
 - Fitout phase 1
 - Fitout phase 2
 - Testing
 - Move
- Fitout phase 2 – delay risk:
 - The fitout phase 2 has 7 weeks allocated to it. That is a very tight schedule and the following actions are being taken to mitigate the risk of delay:
 - Preparation in all systems as much as possible
 - Subcontracting of paint and insulation
 - Focused project control
- An additional 2 weeks are available in the planning, which places the potential towage start (weather depending) from 16th January onwards.

Notes:

Every day the FB is out of service costs the IoW council approx.. [REDACTED]

A tender has gone out for the necessary work on the mourgings and the contract will be placed by 26th September. The work should take around 10 weeks.

2. Minutes last meeting – update/outstanding actions

Contractual:

- Payments and Milestones

The reviewed milestone for July has been signed off. A draft proposal for the reviewed milestones till the end of the project was discussed. In principle accepted but a more detailed discussion will take place between PvS and TL and a VO will be written accordingly.

Dates for delivery of the outstanding steel orders to be incorporated in the milestones.

Action: VO with the reviewed milestones till the end of the project

Date: 26th August

By: MMSL (PvS), IoW (TL)

- Response to criticism (submitted on website)

A document with our response was put forward and agreed by all. See attached.

No further action required.

Technical:

- MCA - Stability book

The MCA will approve the stability book submitted. However, there will be no exemption letter. The risk to the project was perceived as being minimal. No further action necessary.

- MCA – structural drawings

There has been no sign-off so far from the MCA. Again, risk to the project was perceived as being minimal at this stage. (“more like a nuisance”)

Action: Continue communication with MCA as is.

- CCTV plan

Camera coverage drawings have not been shared yet. Complete proposal, including drawings of coverage, types of camera and coverage, recording mechanism etc., to be prepared and sent for review.

Action: Generate complete proposal

Date: 26th August

By: MMSL (ML)

- Ticketing requirements / Telemetry

Jerry Ware from Premier Solutions and Simon Churchill from MMSL discussed the detailed requirements for the ticketing. The equipment will be supplied by the client but the installation will be done by MMSL. Additional requirements for the CCTV and the telemetry request will be incorporated in the VO.

Action: To generate the VO for the ticketing requirements, CCTV and telemetry

Date: 26th August

By: MMSL (ML)

- Advertising / Layout

Details for the layout as suggested by the client have now been submitted by IoW (SN). The VO for the seating layout will be submitted asap.

Action: Modelling

Date: 14th September

By: MMSL (ML)

Action: Quote - VO-009

Date: 26th August

By: MMSL (PvS)

- Ramps operation

The operation of the ramps has now been agreed. MMSL to submit exact times for lifting the ramps to IoW.

Action: Submission of plan with timings

Date: 26th August

By: MMSL (ML)

- Barrier and/or traffic light control

Can the control of either a barrier or traffic lights be integrated into the controls of the FB.
This will be a separate VO.

Action: Information ref. barrier, traffic lights to be sent to MMSL

Date: 31st August

By: IoW

- Towage

No decision taken yet on which way to move the FB to the Isle of Wight, however talks are taking place. MMSL to put together a document with options.

Action: Initial proposal(s)

Date: 31st July

By: MMSL (KL)

New items

- Pilothouse:

The analysis of noise and vibration showed problems with the generated frequencies esp. in the pilothouse (7 Hz). The proposal from MMSL to solve this has been accepted.

The proposal is:

- Strengthen the superstructure
- The pilothouse will be built in Aluminium
- The pilothouse will be placed on a rubber mounting

MMSL will go ahead with design and ordering accordingly. A VO will be generated.

Action: Develop the pilothouse with the new accepted technical solution

Date: 31st August

By: MMSL

- Rams:

It was agreed in the meeting that the rams will be placed on the vertical inboard side of the prows. This has now been overruled by the recent agreement between BCTQ and MMSL (email Tim Hope on 23/08).

No action required.



- Dock trials

A program for the dock trials needs to be developed, based on the technical specification (G.5.2). Chain needs to be sent to MMSL for the trials.

Action: Send chain

Date: TBC

By: IoW

- Project Risks – Risk register

The risk register needs to be updated following the changes in plan and risk mitigation.

Action: Update of Risk Register

Date: 31st August

By: MMSL (PvS), IoW (TL), BCTQ (JW)

- Painting – subcontracting – supplier follow up

The client has requested to see the PO and specific conditions for both Seaglaze (windows) and the potential subcontractor for painting / insulation.

Action: Provide IoW with a copy of the PO and ITT (painting)

Date: 31st August

By: MMSL (PvS)

