



How to work with the “Fact Finding Follow Up Matrix” shortage BVM

Joint alignment between the operational responsible engineers of CONTRACTOR and Uniper Kraftwerke Benelux (CLIENT) for communication of findings within the contracted overhaul of the GT Franken 2021

From CONTRACTOR / Uniper *Specification, Section B 4:*

Fact Finding Matrix

All inspection findings and the resulting measures and costs must promptly be listed in the Fact-Finding Matrix. The Fact-Finding Matrix will be initially defined and created by the CLIENT.

The CONTRACTOR shall compile all information coming from the site and workshop and record them in the Fact-Finding Matrix. The document must be constantly updated by revision index. The form of the revision index will be discussed and agreed in the overhaul preparation meeting.

Based on the updated Fact Finding Matrix a weekly update call will take place. The CONTRACTOR is obliged to participate within this update call presenting latest / last week's findings. The duration of the update call will not exceed one hour per week. The invitation and organisation to the meeting is by imitated and lead by CLIENTs procurement.

For CONTRACTOR (Name, Mail, Telephone):

For CLIENT (Name, Mail, Telephone):

Common understanding:

- The CONTRACTOR will update the BVM continuously depending on the number of incoming findings. During the “overhaul finding phase” these updates will be latest every third working day. Out of the “overhaul finding phase” the update will be on a weekly base.
- The CONTRACTOR will hand over the updated BVM to Uniper via e-mail as Excel file and in parallel as pdf file. The CONTRACTOR will send the BVM to representative of the CLIENT .
- The CLIENT will respond to the handed over BVM asap via e-mail as Excel file and in parallel as pdf file. The CLIENT will send the responded BVM to the CONTRACTOR.
- The INDEX will be CLIENT 0, CONTRACTOR 1, CLIENT 2, CONTRACTOR 3,....., CLIENT 18, CONTRACTOR 19,,

Agreed weekly calls regarding work progress and BVM:

CLIENT will set up “Skype Meetings” every **Thursday 11:00** am as information call for CLIENT's procurement regarding the current state of work progress and BVM.