
From: Ailsa McGregor
Sent: 20 August 2007 18:43
To: Matthew Crosse; Susan Clark; Geoff Gilbert
Cc: ailsahmcgregor@[REDACTED]
Subject: Handover report on completion of assignment
Attachments: Handover Report.doc; Tie-Claim Aug07.doc

Mathew, Susan, Geoff,

Here is the e-version of my handover report with the links to the Change Logs on the extranet as discussed. The hard copies of the change control files are on Orla desk (one for each of the change types, Board changes, JRC, SDS and Jim has the SDS CRT (green)file. The handover report sets out the current status of the Project Controls work and the tie / SS claim status. I have also attached the summary of the sds claim and the headings for development if you need these in the future.

The supporting documents for the tie sds claim (10 lever arch files) are in the vertical commercial cabinet at the back of the commercial area.

I have briefed Orla and Jim on the report and the current work in progress so they know where everything is located. Orla is working through some change paperwork just now and will issue it for signing as soon as it is available.

I wish you all the best with the Tram Project and if you have any queries then my email is [ailsahmcgregor@\[REDACTED\]](mailto:ailsahmcgregor@[REDACTED]) and mobile is [REDACTED]

Best Wishes and Good Luck, it's been good to work with you all.

Regards,

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