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**From:** Graeme Barclay  
**Sent:** 20 April 2009 12:18  
**To:** Thomas Caldwell; John Casserly  
**Cc:** Alisdair Dickinson; Allan Hill - TSS; Andrew Scott; Bob Shaw; Gary Somerville - TSS; Gordon Boughen - TSS; Graeme Younger; Ian Clark; Jackie Paton; Kevin Gray; Lay San Kuak; Lloyd Glen; Michael O'Connor; Michael Blake; Neil Hobson; Rachael Warrington; Stephen Kinnon; Tara Edgar  
**Subject:** RE: Change Control  
**Importance:** High

Tom, can you organise a briefing on this as a matter of urgency. I want everyone to be quite clear on this matter – for obvious reasons.

Graeme Barclay  
Construction Director - MUDFA

tie Limited  
MUDFA  
Western Harbour  
Leith Docks  
Edinburgh EH6 6QF

Tel: [REDACTED]  
Fax: [REDACTED]  
Mob: [REDACTED]  
Email: [graeme.barclay@tie.ltd.uk](mailto:graeme.barclay@tie.ltd.uk)

[www.edinburghtrams.com](http://www.edinburghtrams.com)  
[www.tie.ltd.uk](http://www.tie.ltd.uk)

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**From:** Thomas Caldwell  
**Sent:** 20 April 2009 09:57  
**To:** John Casserly; Graeme Barclay  
**Cc:** Alisdair Dickinson; Allan Hill - TSS; Andrew Scott; Bob Shaw; Gary Somerville - TSS; Gordon Boughen - TSS; Graeme Younger; Ian Clark; Jackie Paton; Kevin Gray; Lay San Kuak; Lloyd Glen; Michael O'Connor; Michael Blake; Neil Hobson; Rachael Warrington; Stephen Kinnon; Tara Edgar  
**Subject:** Change Control

Ladies and gentlemen

It is becoming apparent that we are issuing a lot of instructions on via the duplicate pad method of instructing CUS to carry out the works without the need for an estimate prior to the works taking place. ( As there does not seem to be an awful lot of Change notices lately, but a lot of change orders)

As reminder that can we please ensure that we only issue these instructions without the need for an estimate as a last resort, and go through the motions and processes of clause 46 in full. I.e. the additional works should be planned and costed prior to formal instruction. Without us doing this we are at risk ,as we are currently experiencing of being accused of issuing instruction and an adhoc basis, and denying CUS the ability to properly plan and executed the works in a co-ordinated manner. And remember it is for CUS to plan the works and equally for CUS to identify in adequate time the need for a change to allow the above process to be administered.

If anyone requires the electronic Change Notice pro forma please let me know and I will be happy to supply the same. Or indeed if any one requires a copy of the MUDFA agreement please let me know and I will also supply the same

Thomas Caldwell  
Senior QS

tie limited  
MUDFA Project Office  
Western Harbour  
Leith Docks  
Edinburgh  
EH6 6QF

Direct Line : [REDACTED]  
Mobile : +44 [REDACTED]  
Fax : +44 (0) 131 561 8301

e-mail : [thomas.caldwell@tie.ltd.uk](mailto:thomas.caldwell@tie.ltd.uk)