

CONFIDENTIAL - LEGALLY PRIVILEGED AND FOI(S)A EXEMPT
NOTES OF TESTING, INTEGRATION & COMMISSIONING MEETING
HELD ON 23RD AUGUST 2012 AT BBS CONSORTIUM OFFICE, EDINBURGH

ATTENDEES:

Jim Donaldson	BBS	Jim.Donaldson@civil.bilfinger.co.uk
Pall Palsson	BBS	Pall.Palsson.ext@siemens.com
Stefan Rotthaus	BBS	Stefan.Rotthaus@civil.bilfinger.co.uk
Kevin Russell	BBS	Kevin.Russell@civil.bilfinger.co.uk
Steve Westwood	BBS	Steve.Westwood@siemens.com
Michael Wilken	BBS	Michael.Wilken@siemens.com
Alan Coyle	CEC	Alan.Coyle@edinburghtrams.com
Bob McCafferty	CEC	Bob.McCafferty@edinburgh.gov.uk
John White	Lothian Buses	John.White@edinburghtrams.com
Julian Weatherley	Turner & Townsend	julian.weatherley@turntown.co.uk
Willie Delaney	Turner & Townsend	William.Delaney@turntown.co.uk
Colin Smith	Hg Consulting	Colin.Smith@edinburghtrams.com

APOLOGIES:

Martin Foerder	BBS	Martin.Foerder@civil.bilfinger.co.uk
David Steele	CAF	dsteeler@caf.net
Eddie Inglis	Lothian Buses	Eddie.inglis@edinburghtrams.com
Martyn Ayres	Turner & Townsend	Martyn.Ayres@turntown.co.uk

DISTRIBUTION:

Attendees only and CAF. Attendees to circulate to their own team as required

		ACTION
1.0	Previous Minutes	
	Item 1.11 – WDe requested that the minutes be amended to clarify that T&T were acting in a technical support role in relation to TVMs, rather than a procurement resolution role. Previous minutes were accepted.	Note
2.0	General	
	CSm advised that following the presentation given by ABr and MWi there is now a clear recognition from both CEC and LB of the amount of work that needs to be done to ensure testing & commission throughout the Project.	Note
3.0	Lothian Buses Update	
	No comments.	
4.0	T&C Programme & Plan – Section C & D	
	PPa advised that T&T have now confirmed “No Objections” to the T&C Plan for Airport to York Place and the T&C Programme Section B.	Closed
5.0	Depot Snagging	
	Update provided on 3No snagging items:- 1. Water Ingress at the Doors The defect works were undertaken (see below). 2. Water ingress at the Thresholds The defect works were undertaken; however JWh advised that although there was an improvement, there was still water coming through between the edge of the door frame and the threshold. He stated that the increased threshold height was also now channelling water in through the rail tracks, although sealing on Rd 3 had prevented water entering the pits. It was agreed that the original issue has now been closed and that the remaining issues should be treated as defects. JWh advised that the chamfering on 2 of the doors has broken away. This would also be managed as a defect.	Note BBS/T&T/LB BBS/T&T/LB

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	<p>Csm suggested that a walk through of the site is undertaken to resolve any outstanding issues.</p> <p>Forum to note that it's a working depot and therefore the door will not always be closed, so the pits will never be 100% dry.</p> <p>3. Dent in the Tramwash Door</p> <p>Tram wash door now repaired.</p> <p>Water Ingress – Wheel Lathe – Sealing undertaken around edges but unfortunately this has not worked satisfactorily. Sub Contractor investigating other products.</p>	<p>BBS/T&T/LB</p> <p>Closed</p> <p>SWe</p>
6.0	Documentation	
	<p>Integrated DAS – DSt advised that M Irizar has raised a TQ in relation to the depot halt and Saughton tram stop. A clear understanding of what is required to allow the TQ to be closed out to be established. DSt confirmed that no issues are expected and Integrated DAS should be signed off by CAF following resolution of TQ.</p> <p>NOTE: No update as CAF were not in attendance.</p>	<p>CAF/ BBS (outstanding)</p>
7.0	Delivery of Trams – Overall Tram Delivery Requirements	
	21 trams now held at the depot with a further 6 trams to be delivered by November 12.	Note
8.0	Overall Programme	
	No issues.	
9.0	Matters Affecting LB	
	<p>Structure Gauge Clearance – PPa confirmed receipt of review letter.</p> <p>Method Statement for Track 1 – JWh confirmed that the Method Statement has been received and the redesign will commence on 27th Jul 12.</p>	<p>Closed</p> <p>LB</p>
10.0	Matters Affecting CAF	
	<p>No issues.</p> <p>NOTE: No update as CAF were not in attendance.</p>	
11.0	Matters Affecting BBS	
	JDo advised that installation of the tram shelter will take place w/c 27 th Aug 12.	BBS/LB
12.0	Any Other Business	
2.1	<p>Ticket Vending Machines – WDe gave an update on TVMs, stating that meetings had been held with all stakeholders to allow the system to be fully defined (equipment type, number and functionality) and to provide BBS with the design information to allow the completion of tramstop design.</p> <p>Further discussions had been held with BBS, as confirmation was required on the different types of TVMs and where they were to be located. SDS was requested to confirm the types and numbers of TVMs on the drawings.</p> <p>Ongoing meetings will be held weekly, to address the outstanding issues.</p>	Ongoing
12.2	<p>Supplier Training Schedule – to be issued September 12.</p> <p>Live trams document - BMcC and JWh agreed to work together to review and update the LB “Working next to Live Trams Document” as CEC is required to produce a similar document. Document pre operation is being compiled by Colin Kerr, operational document.</p>	<p>Note</p> <p>Note</p>

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		ACTION
12.3	Radio testing; frequency still to be confirmed by Ofcom, forum to note that this may have an impact on the Section B Completion date.	
12.4	TVM Section Completion B – document to be circulated by Julian Weatherley, forum to note that there will be exclusions and these will include TVMs.	
12.5	Handover procedure for Section B completion to be issued as draft. KR advised there will be similar exclusions as with Section A.	Note
12.6	SCADA will be operational albeit in a limited capacity as Section C needs to be achieved before the SCADA will be complete. The limited capacity of the SCADA will be available for use in an approved/safe manner.	All
13.0	Date of Next Meeting	
	The next meeting will be held on Thursday 20th September 12 at 1.00pm in Training Room.	All

DRAFT