

Site Visit SV-_____ Management Task List**Dates:**

- Manus:
- POM:
- Nauru:
- AMF

SV Team:**Manus Tasks:**

1. Conduct Observer safety training (videos)
2. Conduct site safety inspection
3. Have vendor contract meetings:
 - a. Pearse
 - b. Diesel fuel
 - c. Cartage
4. Review OIC tasks
5. Deliver revised *Safety Plan*
6. Deliver revised *Observer's Training Manual*
7. Have observer technical discussion dinner

POM Tasks:

1. Meet with Luana, Thompson, Gabi:
 - a. Observers
 - b. Trust account, invoices
 - c. Funds
 - d. Travel agency contract
 - e. Vendor contract meetings
 - f. Other issues

Brisbane Tasks:

1. Have vendor contract meetings

Nauru Tasks:

2. Conduct Observers safety training (videos)
3. Conduct site safety inspection
4. Deliver revised *Safety Plan*
5. Deliver revised *Observer's Training Manual*
6. Meet with IDI, Kaierua, Observers, Deiyee
 - a. Receipts
 - b. Rosters
 - c. Overtime
7. Have vendor contract meeting

Darwin Tasks:

1. Meet with Stiles, Pearson
2. Discuss other issues (e.g., IOPs, invoicing, etc.)