

NATIONAL MAINTENANCE AGREEMENTS POLICY COMMITTEE, INC.

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Impartial Secretary/CEO
Stephen R. Lindauer

The following constitutes an official action of the National Maintenance Agreements Policy Committee, Inc.:

Bulletin No. I – 3 * National Maintenance Agreement

Subject: Article I – Recognition

Pre-Job Conference Verification Form

The Committee was requested to develop a standard pre-job conference verification document.

Conclusion

The Committee determined the attached Pre-Job Conference Verification Form may be utilized to assist Employers, Unions and Owners, with documenting that the required pre-job conference was held. This document may be obtained on the NMAPC website at www.nmapc.org. The Committee recommends that the Employer completing the Pre-Job Conference Verification Form attach a sign-in sheet documenting the names of the participants at the pre-job conference to the Pre-Job Conference Verification Form.

Stephen R. Lindauer
Impartial Secretary/CEO



April 19, 2012

APPROVED

Re: NMAPC Meeting of 10-26-11
NMAPC Meeting of 4-19-12

Pre-Job Conference Form

The Employer is required to conduct a pre-job conference, including craft work assignments, for each project performed under the National Maintenance Agreements (NMA). Written craft work assignments will be distributed to the appropriate Unions, not to exceed ten (10) working days after the pre-job conference. Pre-job conferences may be performed via teleconference. It is the responsibility of the Employer to notify the appropriate Building Trades Council having jurisdiction, as well as all International Unions, of the time and place of the pre job conference. A pre job conference outline can be obtained from the NMAPC office and/or any participating International Union. Failure to comply with this Section is a violation of this Agreement. All signatory Unions and signatory Contractors stipulate that failure to hold a pre-job conference is a grievable offense and shall result in a \$500 penalty, payable to a designated NMAPC Fund.

This form has been developed to assist with the dissemination of information between contractors and crafts during pre-job conferences as required by the National Maintenance Agreements. Please complete this form during your pre-job conference and distribute to all appropriate parties.

Date of Pre-Job Conference: _____ Site Extension No. _____

Location of Pre-Job Conference: _____

Owner Name: _____

Plant Name: _____

Project Name: _____

Project Address: _____ Local BCT: _____

_____ Start Date: _____

_____ End Date: _____

Contractor Information

Contractor Name: _____ Ph: _____

Address: _____ Fx: _____

_____ E-Mail: _____

Point of Contact: _____ Alternate: _____

Signature of Contractor Representative

Date

Signature of Building Trades Representative

Date

Or

Signature of Craft Representative