



# METFIN ENGINEERS

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## TO WHOM SO EVER IT MAY CONCERN

### General Checklist

- Essential 'visitor level' safety and emergency procedures
- Washrooms
- Food and drink
- Timings and induction training overview
- Organisational history and background overview
- Ethics and philosophy
- Mission statement(s)
- Organisation overview and structure
- Local structure if applicable
- Departmental structure and interfaces
- Who's who (names, roles, responsibilities)
- Site layout
- Other sites and locations

For METFIN ENGINEERS

  
Authorised Signatory