

[Date]

[Arbitrator Name]

[Arbitration Institution/Firm]

[Address]

Re: [Case Name/Reference Number] - Site Inspection Logistics

Dear [Arbitrator Name],

Pursuant to the procedural order dated [Date], this letter serves to confirm the logistical arrangements for the site inspection scheduled for [Date of Inspection] at [Time].

1. Location and Access

The site is located at [Full Address/GPS Coordinates]. Access will be provided through the [Specific Gate/Entrance]. [Name of Individual] will be the designated point of contact on-site for entry purposes.

2. Transportation

[Details regarding transport, e.g., A private vehicle will be provided to transport the Tribunal from the hotel at 09:00 AM, or The parties will meet the Arbitrator at the site entrance].

3. Health and Safety (PPE)

The site is a [Type of Site, e.g., active construction zone]. All attendees are required to wear Personal Protective Equipment (PPE). The following gear will be provided for the Tribunal upon arrival:

- Hard hat
- High-visibility vest
- Safety glasses

Please ensure you are wearing [e.g., sturdy, closed-toe footwear].

4. Inspection Protocol and Schedule

The proposed itinerary is as follows:

- [Time]: Site safety briefing
- [Time]: Inspection of [Specific Area/Equipment]
- [Time]: Inspection of [Specific Area/Equipment]
- [Time]: Conclusion of site visit

5. Documentation and Recording

[Details on whether photography, video, or stenography is permitted and how the record will be shared among parties].

6. Facilities

A private room with [Wi-Fi/Refreshments/Restroom access] has been reserved for the Tribunal's use during the visit.

Should you require any further information or specific adjustments to these arrangements, please notify the parties by [Date].

Respectfully submitted,

[Your Name]

[Your Law Firm/Company]

Counsel for [Claimant/Respondent]

cc: [Opposing Counsel Name]