

Works Package Completion Process Map

Ref No.	Activity Description	Responsibility							Guidance Note	Template Reference	Output Required
		Works Package Manager	Handover Manager	Technical Assurance Lead	HS2 PM	Receiving Party Representative	Delivery Director & Sector Manager	Quality Manager			
1	Initiate Defect Outstanding Works List (DOWL)	■							Initiate at Construction commencement	DOWL Register Template (1EW02-CSJ-QY-SCH-S003-000004)	1. DOWL Register
2	Organise Completion Readiness to Review Meeting and agree list of Completion Deliverables and exclusions	■	■	■	◆	■	●	●	To be arranged at least 12 weeks prior to works completion OR at 50% Construction	Completion Readiness Roadmap Template (1EW02-CSJ-QY-SCH-S003-000003)	1. Minutes of Meeting (including Agreed list of Completion Deliverables, exclusions and List of Actions)
3	Handover Deliverable preparation and submission	■	●	●				●	Agree list of deliverable documents. Review status and progress of handover deliverables. Deliverable documents shall be progressively prepared during construction and submitted no later than 4 weeks* from works completion. Early submission may be required for Give Get milestone completion. (*Unless required early for Give Get)	Health and Safety File template (HS2-HS2-QY-TEM-000-000010) O&M Manual Template (1EW02-CSJ-QY-TEM-S000-000004) Drawing Register Template (1EW02-CSJ-QY-TEM-S000-000003)	List of Key deliverable Documents 1. H&S File 2. O&M Manual 3. ITP Deliverable Records 4. Third Party Deliverable Records (i.e. NR Utility and Statutory Deliverables and NR AMP Forms etc.) 5. L3 Certificates 6. VVM and DOORs completion 7. Asset data population requirements and AIMS update 8. Building and As-built drawings and Drawings
4	Carryout Pre-Completion Site Inspection with HS2 and receiving party	■	■	●	■	■	●	■	To be arranged at least 2 weeks prior to works completion or Give Get milestone. Can be arranged earlier to allow for follow-up site inspection (if necessary)	DOWL Register Template (1EW02-CSJ-QY-SCH-S003-000004)	1. Record of Site Inspection (Report or minutes) 2. updated DOWL Register; Called COWL (Consolidated register)
4a	Prepare and issue Certificate of Entry Handover/Handback for HS2 acceptance (Optional, if necessary, see Guidance Notes)	■	●		◆	■	●	●	This certificate shall be issued where site/area/building is being handed over prior and submission of full assurance packs are planned few weeks later (as agreed locally with HS2 PM). This will provide formal record of site handover	Certificate of Entry Handover/Handback (eB template Ref: 1EW02-CSJ-QY-TEM-S000-000005)	Certificate of Entry Handover/Handback (Signed by CSJV and HS2)
5	Handover Deliverable records accepted Code 1	■	●	●	◆		●	●	Deliverable documents shall be progressively prepared during construction and submitted within 2 weeks of works completion. Early submission may be required for Give Get		All deliverable documents highlighted in Section 3 are Code 1
6	Organise Completion Meeting . Completion Certificate prepared and issued to HS2 PM for acceptance.	■	■	■	■	■	●	■	To be arranged on or 1 week prior to works completion or Give Get date.	Completion Certificate Template (1EW02-CSJ-QY-TEM-S000-000002)	1. Completion certificate prepared and issued to HS2 PM for sign off. (For Works Package Completion) 2. Give Get Completion Check sheet prepared and issued to HS2 PM for sign off. (For Give Get Milestone Completion)
7	HS2 PM sign off Completion Certificate and Issue to CSJV				◆	●			Final signed certificate issued on or prior to completion or Give Get Milestone date.		1. Signed Completion Certificate (For Works Package Completion) 2. Signed Give Get Completion Check sheet (For Give Get Milestone Completion) 3. Agreed Outstanding defect/snag (COWL), if any
8	Close out Outstanding Defect (COWL)/Snag List, during Defect Correction Period	■	●		◆	●	●	●		DOWL Register Template (1EW02-CSJ-QY-SCH-S003-000004)	1. Defect completion evidence and final closed COWL
A	Give Get Milestone Delivery Delivery Director and Sector Manager shall ensure that Give Get Milestone/Key Date deliverables and requirements are defined and agreed in advance with HS2. Delivery Director and Sector Manager shall also ensure that Give Get milestone Completion Readiness Review meeting, Pre-Inspection and Final meetings are arranged in accordance with Completion	●	●	●	◆	■	■	●	Give Get Milestone may cover partial, full or multiple Work Packages scope, hence responsibility of Give Get Milestone delivery shall be managed at Delivery Director/Section Manager level, which can be delegated as necessary.	Give Get Milestone Completion Check sheet	Give Get Milestone Completion Check sheet

Key	Symbol
Input / Review	●
Primary Actionee	■
Decision (yes / no)	◆
Attendee	■
For Information	●