

1EW02 Enabling Works – Area South

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1 Introduction

1.1 Purpose

1.1.1 Purpose of this procedure is to ensure that Works Information 700 Completion requirements are effectively managed, co-ordinated and clarified for works package completion and Give Get milestone/Key Date completion.

1.2 Scope

1.2.1 The procedure applies to scope of works covered under contract 1EWo2 Enabling Works – Area South including any temporary, permanent design and construction works. Procedure also sets out roles and responsibilities for CSJ project teams, external designer/consultants and sub-contractors. This procedure shall be read in conjunction with works information requirements and relevant Quality assurance procedures.

Table 1 List of abbreviations

Abbreviation	Definition
COWL	Consolidated Outstanding Works List
CSjv	Costain Skanska Joint Venture
DOORS	Dynamic Object Oriented Requirements System
DOWL	Defect and Outstanding Works List
DRIR	Document Register and Issue Record
eB	HS2 Document Management System
H&S	Health and Safety
HS2	High Speed 2 Ltd
ITP	Inspection and Test Plan
L3 Certificate	Level 3 Certificate
MIDP	Master Information Delivery Plan
MWCC	Main Works Construction Contract
NCR	Non Conformance Report
O&M	Operation and Maintenance
PM	Project Manager
QA	Quality Assurance
TA Lead	Technical Assurance Team Lead
TAPr	Technical Assurance Performance Review
VVM	Validation and Verification Matrix
WI	Works Information
WP	Work Package
WPM	Works Package Manager

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2 Roles and Responsibilities

The following critical roles will ensure the effective delivery of this procedure.

Table 2 Roles and responsibilities

Role	Summary of responsibilities with respect to the Package Management Plan
Delivery Director & Sector Manager	<ul style="list-style-type: none"> Responsible for ensuring that Works Information 700 Completion requirements and this procedure is managed effectively and required resources are in place until final completion. Responsible to ensure that Give Get Milestone/Key Date completion deliverables are defined in advance and agreed with HS2. Responsible to ensure that Give Get milestone Completion Readiness Review, Pre-Inspection and Final meetings are arranged in accordance with this procedure.
Work Package Manager (WPM)	<ul style="list-style-type: none"> Responsible for ensuring that dedicated resources to manage completion activities are in place. Responsible for ensuring that HS2 and any third party deliverables are identified in advance and included in handover deliverables list and MIDP. Ensure that WP team is familiar with completion requirements and Completion readiness meeting, pre-inspection and Completion meeting is arranged and managed in accordance with this procedure for each works package or Give Get completion. Responsible for ensuring that completion deliverables are progressively prepared, internally reviewed and submitted to HS2 within specified timescale. Responsible for ensuring that Lead/designer(s), sub-contractor(s) and any other parties involved are aware of their responsibilities for completion. Responsible to ensure that Transfer of Control of Premises Certificate and Works Package Completion Certificate are produced and completed for Work Package.
Quality Manager	<ul style="list-style-type: none"> Ensures the effectiveness of this Procedure as part of the Quality System Procedures Arrange Quality Audits and Surveillances as necessary to ensure that Completion activities are planned and delivered to ensure effectiveness of this procedure.

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Handover Manager	<ul style="list-style-type: none"> Responsible for ensuring that Completion requirements has been clarified and relevant document/certificate templates are in place for WP team use. Responsible for ensuring that Completion requirements briefings are provided to project teams and subcontractors as and when requested by WPM. Ensure that this procedure is up-to-date and compliant to the works requirement. Ensure that WPM is familiar with completion requirements and Completion readiness meeting, pre-inspection and Completion meeting is arranged for each works package or Give Get completion. Ensure that WPM has arranged Handover Readiness, Pre-Inspection and final completion meeting for works package and give get milestone completion in accordance with this procedure.
Sub-Contractor (Design/Construction)	<ul style="list-style-type: none"> Responsible for ensuring that completion requirements and deliverables as specified in this procedure are progressively prepared and issued to CSJV WPM. Responsible for ensuring that dedicated resources to manage completion deliverables are in place.
<i>The Supervisor</i>	<ul style="list-style-type: none"> <i>The role as described in the NEC3 ECC contract</i> <i>an individual or a team responsible for carrying out and/or witness tests being carried out by the Contractor or some other party</i> <i>Instruct the Contractor to search for a Defect, issue Defects Certificate at the end of the last defect correction Period.</i> <i>Participate in Completion Readiness Review Meeting, Pre-completion inspection and Completion Meeting</i>
Contractor/Sub-Contractor Document Controller	<ul style="list-style-type: none"> Responsible for ensuring that deliverables documents are in accordance with document control procedures and issued on Aconex and eB for CSJV/HS2 acceptance.
CSJV BIM Manager	<ul style="list-style-type: none"> Responsible for ensuring that completion requirements and deliverables as specified in this procedure are progressively prepared and issued to CSJV WPM
<i>Principal</i> /Designer	<ul style="list-style-type: none"> Responsible for ensuring that completion requirements and deliverables as specified in this procedure are progressively prepared and issued to CSJV WPM.
Technical Assurance Lead	<ul style="list-style-type: none"> Responsible for ensuring that Technical Assurance deliverables (L3, VVM etc.) are produced progressively and submitted in accordance with this procedure. Ensure that relevant TAPr are planned alongside Completion Readiness Meetings, Inspections and final meetings.

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3 Relevant References and Procedures

No.	Document Number	Document Title
1	1E001-HS2-PR-ITT-000-000081	W10700 Completion
2	1E001-HS2-PR-ITT-000-000047	W10600 Contractor's Design
3	1EW02-CSJ-QY-PLN-S000-000001	CSJV Contract Quality Plan
4	HS2-HS2-SA-PLN-000-000003	HS2 Technical Assurance Plan
5	1EW02-CSJ-AU-PLN-S000-000001	CSJV Contact Technical Assurance Plan
6	1EW02-CSJ-QY-PRO-S000-000013	CSJV Management of Redline and As-built drawing procedure
7	1EW02-CSJ-QY-PRO-S000-000009	CSJV Document Control Procedure
8	1EW02-CSJ-QY-SCH-S000-000004	CSJV Completion Tracker
9	1EW02-CSJ-QY-PRO-S000-000015	Handover Survey Information Management Plan
10	HS2-HS2-SI-STR-000-000002	HS2 Interface Management Plan
11	1EW02-CSJ-IN-PRO-S000-000001	CSJV Technical Interface Management Strategy
12	1EW02-CSJ-QY-PRO-S000-000017	Defect and Outstanding Works Procedure

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4 Completion Process & Requirements

This section of the procedure sets out handover process FOR EACH Works package and Give Get Milestone/Key Dates completion and it should be read conjunction with Contract Data and relevant works information.

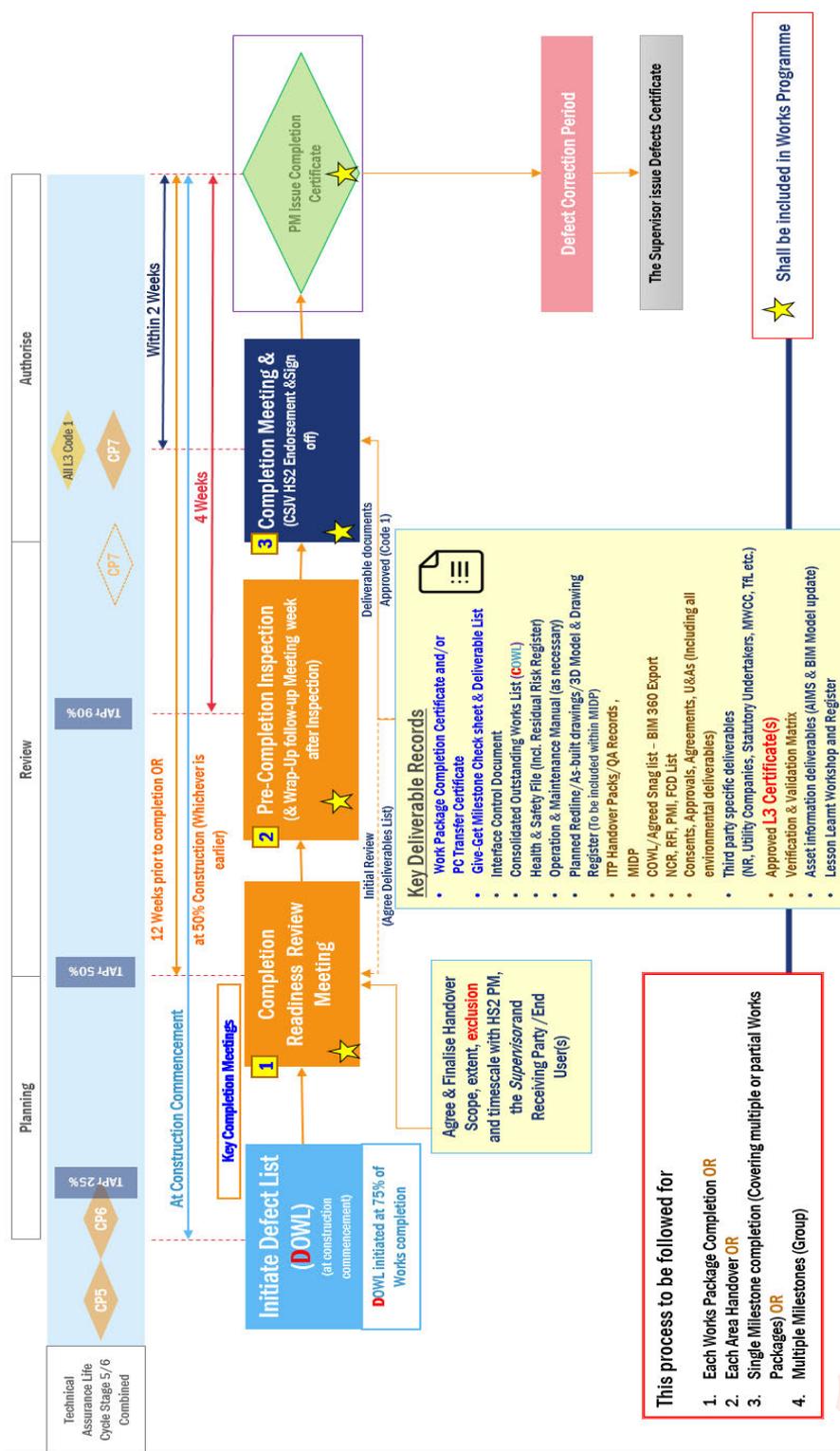


Figure 1 Completion Process
 For further guidance on Completion refer to Appendix-1 completion process map and Appendix-10 Completion requirement guidance presentation

4.1 Defect and Outstanding Works List (DOWL)

- 4.1.1 Defect is a part of the physical works which is not in accordance with the contract or Client accepted design or part of Contractor's design which is not in accordance with the contract, WI1200 or other applicable standards. Snag is a minor defect subject to standard remedial measure or items of incomplete, incorrect or out of specification work
- 4.1.2 Defect and Outstanding Works List (DOWL) shall be initiated at works commencement and shall record and update status of defects and snag items. Refer to Appendix-2 for
- 4.1.3 DOWL template for recording defects for each Works package/Key Date. Individual defect/snag sign off and evidence shall be managed within Works package deliverables.

4.2 Consolidated Outstanding Works List (COWL)

- 4.2.1 Not less than 12 weeks prior to works completion, Consolidated Outstanding Works List (COWL) shall be summarised from DOWL, for all elements of works that remain to be completed for completion and be tracked in the Completion Readiness Reviews, Inspections and final meetings.
- 4.2.2 Items on the COWL should be completed before Completion. Items that are accepted as outstanding at Completion Meeting shall be incorporated into the Defects List to be dealt within the Defects Correction Period.

4.3 Completion Readiness Review Meeting

- 4.3.1 WPM shall arrange Completion Readiness Review meeting with HS2 PM, *The Supervisor* (and other receiving party as necessary) at least 12 weeks prior to works completion (Planned CP7) or at 50% works completion (whichever is earlier).
- 4.3.2 WPM shall refer to Completion Tracker 1EW02-CSJ-QY-SCH-S000-000004 for planned Completion Readiness Review Meetings.
- 4.3.3 **Technical Assurance Performance Reviews** (TAPr 50%) shall be arranged along with Completion Readiness Review meeting. This shall be arranged and managed by relevant TA lead.
- 4.3.4 Completion Readiness Review meeting shall include;
- A review of relevant documentation and the status of the construction certification and supporting record packages
 - A review to establish that records are being produced progressively and in accordance with the requirement.
- 4.3.5 Agreed **Minute of meeting** shall be produced after this meeting and uploaded on eB in accordance with Document Management Procedure.
- 4.3.6 Typical Readiness Review **Agenda** may include;

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- Package overview and current status of works
- Agree Key Dates for handover
 - Planned Handover/Take Over Date
 - Planned Site Inspection date (No later than 4 weeks prior to works completion)
 - Planned final close-out meeting (At least 2 weeks prior to works completion)
 - Package require any sectional/Give Get handover?
- Defect List and status
- Interface Management
 - List of interfacing Party and their handover deliverable requirements
 - Handover to HS2 and if any other end user or receiving party involved
- Deliverables document List and status
 - H&S File
 - O&M
 - Drawing Register (redline/as-built)
 - MIDP
 - L3 Certificate
 - VVM
 - Document review timescale (eB Issue)
 - Any other package specific deliverables

4.3.7 Completion Readiness Review can be carried out as many time as necessary depending on the scale of the completion scope and issues involved.

4.4 Pre-Completion Inspection and Wrap-up Meeting

4.4.1 WPM shall arrange pre-completion works inspection at least **4 weeks** prior to Completion and shall invite HS2 PM **and The Supervisor** (and other end users and receiving parties as necessary).

4.4.2 End user and receiving party relevant to completion shall be identified in Readiness Review Meeting.

4.4.3 Pre-completion works inspection involves walk over inspection and shall determine the scope of what is required to be achieved by the Completion date, including practical aspects of the handover of the site.

4.4.4 **Technical Assurance Performance Reviews** (TAPr 90%) shall be arranged along with Pre-Completion Inspection. This shall be arranged and managed by relevant TA lead.

4.4.5 Following pre-completion inspection, WPM shall arrange wrap-meeting and provide below information;

- a contract closeout checklist;
- a pack of information showing the extent of the works and site to be handed over to the Employer including applicable Health & Safety File information e.g. location of buried service;
- status of Certification;
- copies of COWL and closure arrangements;
- Principal Contractor Issues;
- access arrangements;
- temporary facilities and utilities transfer arrangements; and

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- issues of responsibility at handover to the Employer e.g. environmental monitoring and maintenance responsibilities.

4.4.6 Agreed **Minute of meeting** shall be produced after this meeting and uploaded on eB in accordance with Document Management Procedure.

4.4.7 Further inspection may need to be carried out depending on the scale of the completion scope and issues involved.

4.5 Completion Meeting and Take Over of works

4.5.1 Following conclusion of Pre-Completion inspection and Wrap-meeting, to the satisfaction of HS2 PM **and The Supervisor**, WPM shall arrange Completion Meeting at least **2 weeks** prior to Completion date to fully review completion deliverables.

4.5.2 On completion of all deliverables, WPM shall **prepare and issue** Completion Certificate to HS2 PM.

4.5.3 Completion and Take Over shall include;

- securing all consents, approvals and agreements necessary to take over the works;
- provision of a complete data set in accordance with the accepted Data Management Plan;
- provides as-built data on location and type of installation of survey equipment;
- provision of maintenance, operation and test certificates and plans and processes for equipment operation;
- provision of tools, operating accessories and spare parts handed over to the Employer;
- a Health & Safety File and takeover documentation; and
- all other matters required by the Contract to be completed by the Contractor as a pre-condition to takeover have been completed.

4.5.4 To achieve Completion of a Work Package, the Contractor must complete-the following:

- all activities as detailed in the Works Information for the relevant Work Package; and
- removal of Equipment from the Site and the working areas;
- **Issue Works Package Completion Certificate to HS2 PM for approval.**

4.5.5 **Relevant Health and safety information/file shall be passed on to Principal Designer and/or incoming Contractor for H&S file update.**

4.6 Lesson Learnt Report

4.6.1 WPM shall provide Lessons Learnt Report (LLR) in accordance with template provided in WI700 within four weeks works completion.

4.6.2 LLR shall be prepared for each works package unless otherwise excluded by an instruction from HS2 PM.

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- 4.6.3 LLR can be combined for group of works packages or Key date completion, if agreed in writing by HS2 PM.

4.7 Transfer of Control of Premises Certificate

- 4.7.1 Works Package Manager shall prepare and obtain "Transfer of Control of Premises Certificate" (Template Ref: 1EW02-CSJ-QY-TEM-S000-000005) from HS2 PM confirming area handover (as applicable) and HS2 accepting care, custody and control of Handover Area. There may be more than one Certificates required depending on Work Package scope and sectional handover requirements.

4.8 Work Package Completion Certificate

- 4.8.2 On completion of all works, (Code 1/5) acceptance of all required deliverables and to the satisfaction of the Supervisor, WPM shall prepare and issue Work Package Completion Certificate (Template Ref: 1EW02-CSJ-QY-TEM-S000-000002) to HS2 PM for Acceptance. This will certify contractual completion of a Works Package.

4.9 Defect List

- 4.9.1 WPM or nominated authority shall record all defects discovered after completion on a defects and shall monitor completion of COWL and Defect List.
- 4.9.2 WPM shall ensure that documentation is revised where necessary to reflect the final "as-built condition" of all COWL or Defects List items. Revised document shall be submitted to HS2 PM for acceptance.
- 4.9.3 Pre-defects Certificate Review meeting shall be arranged as necessary by WPM for review and closure of defects.
- 4.9.4 On completion, acceptance and correction/close out of defects and on completion of Defect Liability Period (12 months from Completion Date), WPM shall request Defects Certificate from The Supervisor.

4.10 Completion Trackers

- 4.10.1 Handover manager shall monitor and track Completion Readiness Review meeting, Pre-Inspection and final completion meeting for all works package and give get milestone completions.
- 4.10.2 Handover Manager shall maintain Completion Tracker 1EW02-CSJ-QY-SCH-S000-000004 and upload on CSJV and HS2 document management system regularly.

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5 Give Get Milestone Completion

- 5.1.3 Delivery Director and Sector Manager shall ensure that Give Get Milestone/Key Date deliverables and requirements are defined and agreed in advance with HS2 on or prior to Completion Readiness Review Meeting.
- 5.1.4 Completion Readiness Review Meeting, Pre-Inspection and Final meetings for each Give Get Milestone shall be arranged in accordance with Section 4.3, 4.4 and 4.5 of this procedure.
- 5.1.5 Completion Readiness Meeting for Give Get Milestone shall be arranged at least 12 weeks prior to Completion Date, however this may be arranged as early as possible depending upon Give Get Milestone scope, priority and issues involved.
- 5.1.6 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.
- 5.1.7 Deliverables documents required for Give Get Milestone completion shall be agreed with HS2 prior or during Completion Readiness Review Meeting. Once agreed, these shall be recorded on Give Get Check sheet and Give Get Deliverable List (Template reference: 1EW02-CSJ-QY-TEM-S000-000007)

6 Sub-Contractor Completion Certificate

- 6.1.1 Where part or entire scope of work is sub-contracted, WPM shall ensure that "Subcontractor Completion Certificate" is signed for each Work Package and issued to WP Commercial Manager. Refer to Contract Management Gate 8 on "the Costain Way" or Appendix 6

7 Sectional Completion/Handover

- 7.1.1 The procedures referred to in section 4 are repeated in the event that Work Packages provide for sectional completion.
- 7.1.2 To achieve sectional completion, the Contractor shall complete all works as detailed in the in the relevant Work Package, other than as agreed with the Project Manager in respect of:
 - a. works that can only be completed following the removal of Equipment; or
 - b. Equipment that has not been removed as agreed with the Project Manager.
- 7.1.3 Completion certificate template 1EW02-CSJ-QY-TEM-S000-000002 shall be used for Sectional Completion

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8 Inter-Contract Handover Transfer

- 8.1.1 Where part of work package scope is transferred to other Works Package within the CSjv EWC, this certificate shall be used to formally transfer scope of works from one work package to another. This can usually happen where a work package is planned for completion where outstanding scope of works is agreed with HS2 to be transferred to another works package.
- 8.1.2 Inter-Contract scope transfer must be confirmed by HS2 PM formally via CEMAR communication.
- 8.1.3 Deliverables documents to be produced and completed for inter-contract handover shall be agreed between two works package managers and shall be as listed in section 4.3.
- 8.1.4 For Inter-Contract Handover Certificate template refer to eB template 1EWo2-CSJ-QY-TEM-S000-000010

Appendix 1 Completion Process Map

Ref No.	Activity Description	Responsibility							Guidance Note	Template Reference	Output Required
		Works Package Manager	Handover Manager	Technical Assurance Lead	HS2 PM & The Supervisor	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 handover)	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. TTP 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 AMS update 8. Redline and As-built drawings and Drawing Register
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 Principal Contractor (PC) Transfer Certificate for HS2 acceptance	■	●	◆	◆	■	●	●	Works Package Manager shall prepare and obtain "Principal Contractor (PC) Transfer Certificate" from HS2 PM confirming area handover and HS2 accepting care, custody and control of Handover Area. There may be more than one Principal Contractor (PC) Transfer Certificate required depending upon Work Package scope and sectional handover requirements.	Principal Contractor (PC) Transfer Certificate (eB template Ref: 1EW02-CSJ-QY-TEM-S000-000005)	Principal Contractor (PC) Transfer Certificate (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 milestone completion.		All deliverable documents highlighted in Section 3 are Code 1
6	Organise Works Package Completion Meeting . Completion Certificate prepared and issued to HS2 PM for acceptance.	■	■	■	◆	■	●	■	To be arranged on or 1 week prior to works completion.	Works Package Completion Certificate Template (1EW02-CSJ-QY-TEM-S000-000002)	1. Works Package Completion certificate prepared and issued to HS2 PM for sign off. 2. Agreed Outstanding defect/snag (COWL), if any
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 Procedure 1EW02-CSJ-QY-PRO-S000-000015.	●	●	●	◆	■	■	●	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 Principal Contractor (PC) Transfer Certificate (eB template Ref: 1EW02-CSJ-QY-TEM-S000-000005)	Give Get Milestone Completion Check sheet Principal Contractor (PC) Transfer Certificate

Key

Input / Review	●
Primary Actions	■
Decision (yes / no)	◆
Attendee	■
For Information	●

Appendix 2 Certificate & Document Templates

No.	Document Number	Document Title
1	Aconex ref: TMP-000015	Health and Safety File Template (HS2 instruction PMI 230)
2	1EW02-CSJ-QY-TEM-S000-000004	Operation and Maintenance Manual Template
3	1EW02-CSJ-QY-TEM-S000-000003	Drawing Register and Issue Record template (DRIR)
4	1EW02-CSJ-QY-SCH-S003-000004	DOWL/COWL Register Template
5	1EW02-CSJ-QY-TEM-S000-000005	Transfer of Control of Premises Certificate
6	1EW02-CSJ-QY-TEM-S000-000002	Completion Certificate Template (For Work Package or Sectional Completion)
7	1EW02-CSJ-QY-TEM-S000-000007	Give Get Deliverable List
8	1EW02-CSJ-QY-TEM-S000-000010	Inter Contract Scope Transfer Certificate Template

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Appendix 3 Completion Progress Tracker (Work Package)

Refer to eB or Aconex Document Management system for latest copy of Completion Tracker 1EW02-CSJ-QY-SCH-S000-000004. Tracker template snapshot included for reference.

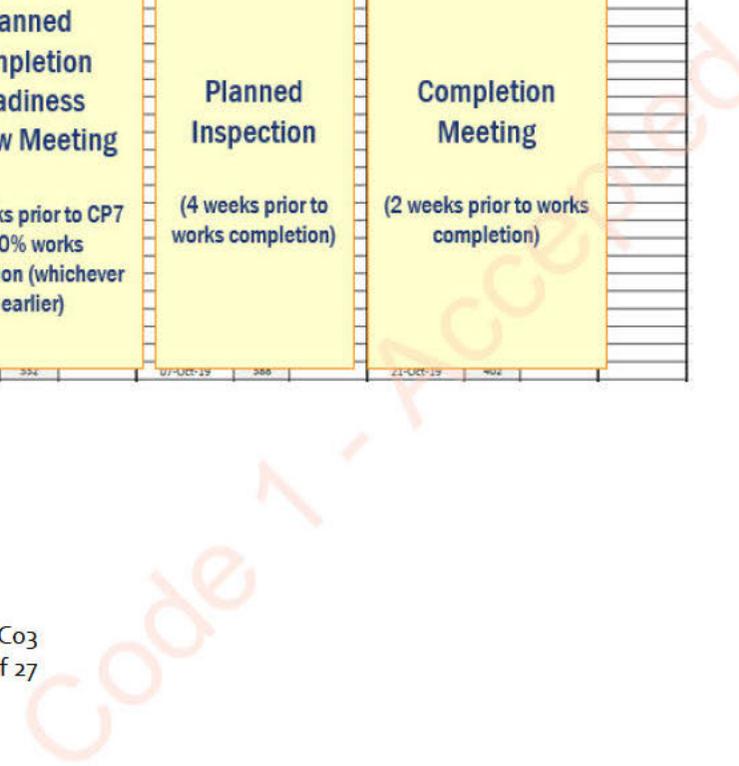
Handover Tracker (Work Package)

Works Package Completion Tracker													Handover Briefing /Discussion (Y/N)					
List Ref	Ref	Work Package Description	Managing Sector	Package Phase	WPM	CP5 Ready for Mobilisation	CP6 Ready for Commencement	CP7 Planned Completion	Completion Readiness to Review Meeting Date	Days Due	Completion Readiness to Review Meeting Date	Pre-Completion Inspection Date	Days Due2	Actual Completion Readiness to Review Meeting Date	Completion Meeting Date	Days Due3	Actual Completion Meeting Date	Handover Briefing /Discussion (Y/N)
8	P0010		S2	3 Delivery		7-Jul-17 A	16-Aug-17 A	06-Dec-18										
69	P039		S1	3 Delivery		12-Jan-18 A	08-Feb-18 A	14-Dec-18	21-Sep-18			16-Nov-18			30-Nov-18			
15	P007		S3	3 Delivery		05-Jun-17 A	31-Aug-17 A	17-Dec-18	24-Sep-18			19-Nov-18			03-Dec-18			
147	P121		S1	3 Delivery		21 August 2018	22 August 2018	09-Jan-19	17-Oct-18			12-Dec-18			26-Dec-18			
84	P055		S2	3 Delivery		03-Aug-18 A	17-Aug-18 A	23-Jan-19	31-Oct-18			26-Dec-18			09-Jan-19			
108	P074		S4	3 Delivery		06-Oct-17 A	22-Nov-17 A	21-Feb-19	29-Nov-18			24-Jan-19			07-Feb-19			
12	P004		S3	3 Delivery		27-Jul-17 A	29-Aug-17 A	06-Mar-19										
68	P038		S1	3 Delivery		17-Aug-18 A	10 September 2018	15-Mar-19										
9	P002		S1	3 Delivery		09-Jun-17 A	22-Jun-17 A	20-Mar-19										
11	P0030		S1	3 Delivery		27-Apr-18 A	02-May-18 A	27-Mar-19										
23	P013		S2	3 Delivery		02-Oct-17 A	02-Oct-17 A	29-Mar-19										
158	P134		S1	3 Delivery		9-Jun-17 A	9-Jun-17 A	05-Apr-19										
100	P0660		S1	3 Delivery		05-Jan-18 A	12-Jan-18 A	18-Apr-19										
115	P081		S1	3 Delivery		3 September 2018	17 October 2018	15-May-19										
26	P016		S4	3 Delivery		12-Jan-18 A	12-Jan-18 A	21-May-19										
121	P085		S2	3 Delivery		24 August 2018	6 September 2018	10-Jun-19										
101	P067		S1	3 Delivery		30 August 2018	11 October 2018	14-Jun-19										
31	P034		S1	3 Delivery		02-Jul-18 A	18-Jul-18 A	17-Jun-19										
46	P019		S3	3 Delivery		27 November 2018	4 December 2018	26-Jun-19										
56	P027d		S3	3 Delivery		20-Jul-18 A	4 September 2018	26-Jun-19										
47	P020		S2	3 Delivery		06-Jun-18 A	06-Jun-18 A	11-Jul-19										
10	P003a		S1	3 Delivery		04-Oct-17 A	25-Oct-17 A	17-Jul-19										
67	P037		S1	3 Delivery		25-May-18 A	17-Aug-18 A	12-Aug-19										
52	P027b		S3	3 Delivery		04-Jun-18 A	05-Jul-18 A	22-Aug-19										
53	P027b		x S3	3 Delivery		04-Jun-18 A	05-Jul-18 A	22-Aug-19										
54	P027c		S3	3 Delivery		10-Jul-18 A	14-Aug-18 A	03-Sep-19										
55	P027c		x S3	3 Delivery		10-Jul-18 A	14-Aug-18 A	03-Sep-19										
86	P0540		S3	3 Delivery		3 September 2018	10 September 2018	12-Sep-19										
72	P042		S4	3 Delivery		23-Mar-18 A	30-Apr-18 A	10-Oct-19										
51	P027a		S3	3 Delivery		20-Jul-18 A	17 September 2018	04-Nov-19	12-Aug-19	354	07-Oct-19	368	21-Oct-19	402				

Completion Readiness to Review Meeting
 (12 weeks prior to CP7 or 50% works completion (whichever is earlier))

Planned Inspection
 (4 weeks prior to works completion)

Completion Meeting
 (2 weeks prior to works completion)



Appendix 4 Give Get Milestone Check sheet **Example**

Refer to below current Give Get Milestone Check sheet Template for reference.

Latest template is included in Supplementary Contract Agreement and shall confirmed with relevant Delivery Director/Parcel Manager for Give Get Milestone Sign-off.

Part-2 of the check sheet MUST clearly define deliverable documents prior or during Completion Readiness Review Meeting.

Code 1 - Accepted

HS2

HS2 Enabling works
Give/Get Milestone
Check sheet



This form has been designed to provide definition of the milestone and ensure there is clear criteria for HS2 and CSJV to assess whether the milestone has been achieved.

Part 1 – Summary of the Give/Get Milestone

Give / Get Milestone Reference:	Route S2-KD25
Give / Get Milestone Date:	26 th April 2019
Give / Get Milestone Description:	Victoria Road Crossover Box and Tunnel Drive Site Handover to MWCC. Demolition of buildings on the cross over box compound, 10 no. piles removed, contaminated ground removed and backfilled to ground level. Excludes diversion of utilities within Bethune Road.
Give / Get Milestone Exclusions:	Excluding Bethune Road Which is Dependent on Service Diversions. Handover Docs Not Complete
Drawings related to Give / Get Milestone	See Below

Give / Get Milestone Plan



Form Reference:

Page 1 of 5

HS2

HS2 Enabling works
Give/Get Milestone
Check sheet



Part 2 – Detailed check list

Check list of conditions that must be achieved by the completion date of the Give / Get Milestone

No	Description of condition to be achieved by the Give/Get Milestone date	Assurance to be provided
1	Building number 6 "Waitrose Building" to be demolished to ground level only. Basement structure to Building 6 backfilled to existing ground level. ITP to demonstrate material conformance to 6F2 grading and laying/compaction in layers.	<ul style="list-style-type: none"> Redline Mark-up drawings/Survey information Written confirmation that building demolished & removed in accordance with TW and Demolition Permit. Approved ITP with completed check sheets for backfill Certificates of conformity Site Photographs as evidence.
2	Building numbers 3 & 4 "Quattro's Building" to be demolished to ground level only.	<ul style="list-style-type: none"> Redline Mark-up drawings/Survey information Written confirmation that building demolished & removed in accordance with TW and Demolition Permit. Site Photographs as evidence
3	Building number 11 "Europa Building" to be demolished to ground level only. Basement structure to Building 11 backfilled to existing ground level. ITP to demonstrate material conformance to 6F2 grading and laying/compaction in layers. 5 no. piles removed and backfilled with bentonite grout.	<ul style="list-style-type: none"> Redline Mark-up drawings/Survey information Written confirmation that building demolished & removed in accordance with TW and Demolition Permit. Approved ITP with completed check sheets for backfill Certificates of conformity Site Photographs as evidence.
4	Building numbers 1a and 1b "Stobart Building" to be demolished to ground level only. Basement structure to Building 1a and 1b to be backfilled to existing ground level. ITP to demonstrate material conformance to 6F2 grading and laying/compaction in layers. 5 no. piles removed and backfilled with bentonite grout.	<ul style="list-style-type: none"> Redline Mark-up drawings/Survey information Written confirmation that building demolished & removed in accordance with TW and Demolition Permit. Approved ITP with completed check sheets for backfill Certificates of conformity Site Photographs as evidence.
5	Building numbers 2, 5, 9, & 10 "Super Hire, Elumbase, Patchi, Sweet Land, Optonica, Aljabal" to be demolished to ground level only.	<ul style="list-style-type: none"> Redline Mark-up drawings/Survey information Written confirmation that building demolished & removed in accordance with TW and Demolition Permit. Site Photographs as evidence

Form Reference:

Page 2 of 5

Code 1 - Accepted

HS2		HS2 Enabling works Give/Get Milestone Check sheet	COSTAIN SKANSKA <i>Fast Track for Britain's Future</i>
6	Any hard material arising from demolition activity such as brick and concrete to be processed to a 6F2 grading and stockpiled on site.	<ul style="list-style-type: none"> Approved ITP with completed check sheets for backfill Certificates of conformity 	
7	Area clear of CSJV Material & Plant.	<ul style="list-style-type: none"> Visual inspection at time of completion 	
8	Health & Safety and Outstanding Defect	<ul style="list-style-type: none"> Health & Safety File Consolidated Outstanding Works List 	

Authorised roles to propose handover and inspect on behalf of CSJV and inspect and accept on behalf of HS2

CSJV Authorised roles:	Programme Director, Delivery Director, Parcel Senior Project manager
HS2 Authorised roles:	Senior Project Manager

Authorisation of Part 1 and Part 2

	Name & Role	Signature	Date
Produced by CSJV			
Approved by CSJV			
Accepted by HS2			
Accepted by HS2			

Part 3 – Pre-Inspection Record

A joint HS2/CSJV pre-inspection must be carried out 1 to 2 weeks in advance of the milestone completion date to assess the status of completion. This will allow any issues preventing successful handover to be escalated and addressed in advance

No	Description of outstanding work / issue that will prevent successful achievement of the milestone	Action

Form Reference: Page 3 of 4

HS2		HS2 Enabling works Give/Get Milestone Check sheet	COSTAIN SKANSKA <i>Fast Track for Britain's Future</i>
Inspected on behalf of CSJV	Name & Role	Signature	Date
Inspected on behalf of HS2			

Part 4 – Completion date Inspection record

Has the Give-Get Milestone been achieved?	Yes	No
CSJV Authorised person		
HS2 Authorised person		

CSJV Authorised person comments:

HS2 Authorised person comments:

	Name & Role	Signature	Date
Inspected on behalf of CSJV			
Inspected on behalf of HS2			

Form Reference: Page 4 of 4

Code 1 - Accepted

Appendix 5 Give Get Deliverable List Template

Refer to Aconex Document reference (1EW02-CSJ-QY-TEM-S000-000007) for editable template for use.

Appendix 6 Contract Management Gate 8 –Subcontractor Completion Certificate

The Costain Way Contract Management Gate 8 – Prior to Issue of Subcontractor Completion Certificate COSTAIN

Contract Name:	Package Description:	Subcontractor Name:	
<p>The Subcontractor Manager must ensure the following are complete or received before the Subcontract Completion Certificate can be issued. This Gate is to be issued to the package Commercial Manager once completed</p> <p>There is a risk that the contract will suffer commercial and contractual damage if the subcontractor's obligations have not been adequately concluded before a substantial completion certificate is issued. It is necessary to ensure that all defects from the snagging and non-conformance reports are resolved, all testing and commissioning is fully completed and that subcontract portions of the O & M Manual are promptly provided.</p>			
Ref	Action	Comments	Evidence(Date / Doc reference)
1	Are the Subcontract works complete in accordance with the subcontract conditions / specification/works information?		
2	Has the Subcontractor given a written undertaking to complete any outstanding works within an agreed time frame?		
3	Has the Subcontractor corrected all notified defects, which would prevent the use of the Subcontract Works?		
4	Are any other outstanding defects notified to the Subcontractor?		
5	Have all specified tests been carried out satisfactorily and certified as such?		
6	Have hand-overs to follow-on subcontractors been completed and certificates completed?		
7	Has the Subcontractor submitted any information in respect of O&M manuals, As-Built drawings and the Health and Safety File required as a condition of completion? If not required for completion has a date(s) been set for submission?		
8	Has the subcontractor provided all specified tool, spare parts, materials, etc to the end-user?		
9	Has any training of the facility/equipment been provided to the end-user and certification provided? (if required)		
10	Has the Subcontractor provided any necessary collateral warranties, Parent Company Guarantee or other direct agreement?		
Signed		Date	Approved
..... (Subcontract Manager)	(Contract Leader)
Print Name:.....			Print Name:.....

CPM-G-008: Rev 2

Code 1 - Accepted

Appendix 7 Transfer of Control of Premises Certificate Template

Refer to Aconex Document reference (1EW02-CSJ-QY-TEM-S000-000005) for editable template for use.

Code 1 - Accepted

Appendix 8 Work Package Completion Certificate Template

Refer to Aconex Document reference (1EW02-CSJ-QY-TEM-S000-000002) for editable template for use.

Appendix 9 Inter-Contract Scope Transfer Certificate Template

Refer to Aconex Document reference (1EW02-CSJ-QY-TEM-S000-000010) for editable template for use.

Code 1 - Accepted

Appendix 10 Completion Requirement guidance presentation

For latest guidance presentation refer to eB document 1EW02-CSJ-QY-PRE-S000-000001.

Copy of current guidance appended to this document.

Code 1 - Accepted