

Enabling Works

Works Information

W10700 Completion

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1 Introduction

- 1.1.1 This section of the Works Information sets out the procedures with which the *Contractor* is required to comply in order to achieve Key Dates and Completion and the pre-conditions to achieve the same. It should be read in conjunction with Contract Data and the Works Information for the relevant Work Package.

2 Process

2.1 Consolidated Outstanding Works List

- 2.1.1 Not less than 12 weeks, or at such other time as the *Project Manager* requires, before the *Contractor's* programmed Completion Date, the *Supervisor* in conjunction with the *Contractor*, will draw up a Consolidated Outstanding Works List (COWL).
- 2.1.2 All elements of the *works* that remain to be completed in the period leading to Completion and needing to be tracked in the Completion Readiness Reviews and Pre-completion Wrap-up meetings will be identified in the COWL. The Completion certificate may be qualified by a Defects List, this will be derived from the matters that remain outstanding on the COWL at the time of Completion.
- 2.1.3 When drawing up the COWL, the *Supervisor* and the *Contractor* will agree the following:
- a. Completion Readiness Review date; and
 - b. Pre-Completion Inspection and wrap-up meeting date.
- 2.1.4 The *Contractor* shall progress the items on the COWL with the objective of closing out all items on the COWL by the Completion Date. In managing the COWL, the *Contractor* shall ensure that any outstanding works and defects are clearly identified.

2.2 Completion Readiness Review

- 2.2.1 On a date proposed by the *Contractor* and agreed by the *Supervisor*, the *Supervisor* and the *Contractor*, will carry out a Completion Readiness Review of the Works and the associated deliverables due under the Contract which shall include:
- a. a review of relevant documentation and the status of the construction certification and supporting record packages and Health & Safety File reports; and
 - b. a review to establish that the *Contractor* can maintain his contractor records in accordance with the requirements of the contract.
- 2.2.2 This review will occur prior to the Pre-Completion Inspection so that the *Project Manager* and the *Contractor* can agree the process and resolve the relevant issues before the Pre-Completion Inspection. The Completion Readiness Review may be carried out as many times

as required depending on the issues involved and the date of the Completion Inspection and/or Completion Date.

2.3 Pre-Completion Inspection and wrap-up meeting

- 2.3.1 The Pre-Completion Inspection will take place typically 14 days prior to Completion. The *Project Manager* will issue notification of the planned date of the Pre-Completion Inspection to involved parties.
- 2.3.2 The Pre-Completion Inspection will be conducted by the *Project Manager* and the *Supervisor* and be attended by the *Contractor's* representative and other parties who have been invited by the *Project Manager*. The *Project Manager* decides, in his absolute discretion, who attends but as a minimum, a representative from the *Employer* will attend. Where Third Party involvement is identified, inspections shall be carried out with representatives from the relevant Third Party as appropriate.
- 2.3.3 The Pre-Completion Inspection precedes the Completion Meeting and includes a physical inspection of the *works* carried out by walking the area, which shall determine the scope of what is required to be achieved by the Completion Date, including practical aspects of the handover of the Site. Following, and in conjunction with the inspection of the *works*, a "wrap-up" meeting will be convened by the *Contractor* where the status of the contract and any findings noted during the physical inspection are recorded by the *Contractor* by the following:
- a. a set of meeting minutes;
 - b. a contract closeout checklist;
 - c. 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;
 - d. status of Certification;
 - e. copies of COWL;
 - f. Principal Contractor Issues;
 - g. COWL Closure arrangements;
 - h. access arrangements;
 - i. temporary facilities and utilities transfer arrangements; and
 - j. issues of responsibility at handover to the *Employer* e.g. environmental monitoring and maintenance responsibilities.
- 2.3.4 The *Project Manager* shall be entitled to request that further site inspections are carried out.

2.4 Take Over of the Works / Completion

- 2.4.1 Following conclusion of the Pre-Completion Inspection(s) to the satisfaction of the *Supervisor*, the *Contractor* notifies the *Project Manager* in writing that the *works* are complete. Following receipt of the formal notification and subject to the *Project Manager's* concurrence that the *works* are complete and no *Defects* exist that will affect the use of the *works* by the *Employer* the *Project Manager* convenes a Completion Meeting to fully review all aspects of closure of the Contract.
- 2.4.2 For each Works Package, the *Contractor* hands over the *works* to the *Employer*, in accordance with the procedure described in that Works Package.
- 2.4.3 Takeover includes:
- a. securing all consents, approvals and agreements necessary to takeover the *works*;
 - b. provision of a complete data set in accordance with the accepted Data Management Plan;
 - c. provides as-built data on location and type of installation of survey equipment;
 - d. provision of maintenance, operation and test certificates and plans and processes for equipment operation;
 - e. provision of tools, operating accessories and spare parts handed over to the *Employer*;
 - f. a Health & Safety File and takeover documentation; and
 - g. all other matters required by the Contract to be completed by the *Contractor* as a pre-condition to takeover have been completed.
- 2.4.4 To achieve Completion of a Work Package, the *Contractor* must complete the following:
- a. all activities as detailed in the Works Information for the relevant Work Package; and
 - b. removal of Equipment from the Site and the *working areas*;
- 2.4.5 The following activities do not form part of Completion;
- a. minor reinstatement and works that can only be completed following removal of Equipment as agreed with the *Project Manager*;
 - b. architecture and landscape works; and
 - c. System Commissioning.
- 2.4.1 The *Project Manager* shall issue the Completion certificate. The Completion certificate shall be issued to the *Contractor* with a copy to the *Employer*.

2.5 Sectional Completion

- 2.5.1 The procedures referred to in section 2 are repeated in the event that Work Packages provide for sectional completion.
- 2.5.2 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:
- works that can only be completed following the removal of Equipment; or
 - Equipment that has not been removed as agreed with the *Project Manager*.

2.6 Parts of the *works* used by the *Employer* prior to completion of the whole of the *works*

- 2.6.1 Use of the *works* by the *Employer* or Others in the following circumstances shall not constitute take over or Compensation Events:
- Works Package, or part thereof, accessed by the public, following a Works Package key date; or
 - Plant and Materials or Equipment or other resources that are used by the *Employer* or Undertaker for operational or emergency activities.

2.7 Defects List

- 2.7.1 All defects discovered after Completion shall be recorded on a Defects List. The *Supervisor* will track the closure and sign off the defects and issue the Defects Certificate.

2.8 Time for Execution of COWL and Defects List

- 2.8.1 Items on the COWL should be completed before Completion. Items that are still accepted as being outstanding at Completion shall be incorporated into the Defects List to be dealt with in the Defects Correction Period.
- 2.8.2 The *Contractor* is responsible for managing and programming the clearance of items on the COWL and Defects List.

2.9 Documentation Update by Closure of the COWL and Defects List

- 2.9.1 The *Contractor* shall ensure that documentation is revised where necessary to reflect the final "as-built" condition of all COWL or Defects List items. The revised documentation is submitted by the *Contractor* to the *Project Manager*.

2.10 Pre-Defects Certificate Review Meeting

2.10.1 A meeting will take place before the Defects Date to confirm closure of all Defects following Completion.

2.11 Lessons Learnt Report

2.11.1 The *Contractor* shall provide to the *Project Manager* a Lessons Learnt Report (LLR) which complies with the Lessons Learnt Report template in Appendix W10700/1 within 4 weeks of:

- a. completion of all the activities within a Work Package;
- b. 12 months since the commencement of a Work Package; or
- c. unless a LLR is excluded by an instruction from the *Project Manager*.

2.11.2 When requested by the *Project Manager*, the *Contractor* shall attend meetings to discuss the LLR.

3 Appendices

3.1 Appendix W10700/1 Lessons Learnt Report Template