1. **Purpose**

To standardize and streamline the process for administrative practical closeout of projects.

1. **Scope**

This procedure applies to **Projects Team** to for all the projects.

1. **Procedure**

**Prerequisite to Practical Completion is the reviewing the following:**

|  |  |
| --- | --- |
| 1. Site Inspection report and Defects Identification List
 | *Yes or No?* |
| 1. Capturing Client feedback
 | *Yes or No?* |
| 1. Formal Practical Completion Letter Acknowledgment by Main Contractor
 | *Yes or No?* |
| 1. Submission of DLP work plan (incl. Maintenance Plans, DLP Inspection Milestones, etc)
 | *Yes or No?* |
| 1. Submission of Mandatory Documents (such as Certificates, and As-Builts) as per contract
 | *Yes or No?* |

If any of the above is **NO,** the contractor is notified and requested to submit the necessary documents

1. **Practical Completion Reporting**
2. Project Description Summary
3. Financial Record Summary – Summary of any pending payment, retention releases, LD’s and variations to the contract
4. TEFMA Benchmark Analysis – Initial TEFMA Benchmark are Calculated
5. Project Photos; During and Post Construction period
6. Conclusions
7. **Project Record to Assets Database**

Job card is requested to the Helpdesk for the upload of the project records supported with the prerequisite documents mentioned above.

1. **Practical Completion Notification to relevant E&I Teams**

 This is to allow the respective teams to prepare necessary documents for amendments to SLA’s and Assets Registration logistics

1. **Responsibility**

**Projects Team** – Project Manager and Clerk of Works

**Approvals** – Project Manager

1. **Reference Documents**

Practical Completion Checklist (Appendix A)

**Authorized by:** Director – Estate and Infrastructure **Documented by:** Projects Team

**Date authorized:** **Effective date:**

**Last amended:** N/A **Revision status:** 1st Issue