

EXPRO National Manual for Projects Management

Volume 16, Chapter 2

Project Turnover of Facility/Infrastructure Procedure



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Project Turnover of Facility/Infrastructure Procedure

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Project Turnover of Facility/Infrastructure Procedure

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Project Turnover of Facility/Infrastructure Procedure

1.0 PURPOSE

The purpose of this Procedure is to outline the events and responsibilities associated with the turnover of project and its completed construction work and commissioning work.

This procedure applies to works performed under all Government construction projects executed throughout the Kingdom of Saudi Arabia.

2.0 SCOPE

This procedure covers

a) The project turnover process through project life cycles from initial planning stage till handover and closeout stage.

b) Completed Turnover design package from design stage, construction stage, testing and commissioning till handover stage.

The follow-on tasks required to close out the project's construction contract and demobilize from site are not covered by this Procedure. Refer to EPM-KTC-PR-000006 - Project Closeout and Site Demobilization Procedure.

3.0 DEFINITIONS

Definitions	Description
EXPRO	Expenditure and Projects Efficiency Authority
TOP	Turnover Packages (TOPs) are the deliverables by which projects will be transferred from one party to another (eg. Owner end user, designer , construction contractor , PMO etc.)
TOP boundary	It is the boundary that defines the project scope covered by the relevant turnover package, that differentiate it from another turnover package
Acceptance Team	A multi-departmental team created to inspect and accept the completed construction contracts Works. Typically comprised of PMT, Custodian or his designate and third party entities (if appropriate).
A/E Consultant	Architectural/Engineering Consultant appointed by the EPMO to undertake the design of the project.
Beneficial Occupancy	Entity use of a facility or a portion of the project prior to the Initial Acceptance of the work concerned.
Construction Contractor	The Main or Principal Contractor responsible for undertaking the Construction Works on the Project.
Custodian	A person designated by Entity Operations to accept custody of completed construction work and to manage and operate it, as applicable.
Custodial Contractor	A third party or parties contracted by the Entity to provide operations, maintenance, repairs, safety and/or security services for the physical asset turned over.
Deficiencies	All items of work not completed in accordance with contractual requirements. Also referred to as punchlist items.
Enterprise Content Management System (ECMS)	An information management and collaboration platform for managing and controlling program documents and records.
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.



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Definitions	Description
Entity Project Management Organization (EPMO)	The project management department within the Entity responsible for delivering the project.
Entity Operations	The operations department within the Entity, designated to accept custody of completed construction work and to manage and operate it, as applicable.
Exceptions	Deficiencies which the Construction Contractor will be allowed to correct after Initial Acceptance. Any exceptions will be at the discretion of the Acceptance Team and/or the EPMO.
Final Acceptance	Written agreement by the EPMO that the Construction Contractor has completed the contracted works. Also referred to as Final Handover or Completion.
Initial Acceptance	Written agreement by the EPMO that the Construction Contractor has completed the contracted works, with Exceptions. Also referred to as Preliminary Handover or Substantial Completion.
Project Management Team (PMT)	A team from the EPMO deployed to manage the Project on site.
Turnover	The jurisdictional transfer of specified components, systems, or areas, including required documents, from one organization to another. To include transfer of care, custody, and control as defined by the project. Also referred to as Handover.
Work(s)	Construction or supply of goods, facilities or the like of permanent and temporary nature as contracted by the Entity
EDMD	Entity Document Management Department
NWC	National Water Company
RRTM	Records Retention and Turnover Matrix
SEC	Saudi Electricity Company
Leed	Leadership in Energy and Environmental Design
O&M	Operations & Maintenance
As Built	As-Built documents, including drawings, that depicts, pictorially or in text, the final as-constructed state.

4.0 REFERENCES

1. EPM-KD0-PR-000019 - Preliminary and Final Handover Procedure
2. EPM-KCC-PR-000003 - Project Construction Completions and Turnover Procedure
3. EPM-KT0-GL-000003 - Project Testing & Commissioning Guideline
4. EPM-IRR-PR-000001 - Project Records Retention & Turnover Procedure
5. EPM-KTC-PR-000002 - Project Turnover of Spare Parts Procedure
6. EPM-KTC-PR-000003 - Project Operations Training Procedure
7. EPM-KTC-PR-000006 - Project Closeout and Site Demobilization Procedure
8. EPM-KE0-GL-000015 - Project Submission Standards and Requirements Volume 6
9. EPM-KE0-PR-000004 - Engineering Close Out Procedure Volume 6
10. EPM-KT0-PR-000006 - Testing and Commissioning Procedure
11. EPM-KCC-PR-000001 - Project Construction General Procedure
12. EPM-KSS-PR-000031 - Project Lockout/Tagout Procedure



5.0 RESPONSIBILITIES

5.1 Project Management Team (PMT)

The PMT is responsible for ensuring project completion, which includes the turnover of project records and the completed facilities to the Entity's operational team and ensuring that the turnover process and the Turnover Packages are maintained during the entire project's life cycle

5.2 The Designer [AE]

The architectural and engineering team should create during the design stage the requirements of TOPs for all stages of the project. The AE shall insure the requirement of all TOPs are included in the construction contractor scope of work (if applicable.)

5.3 Construction Contractor

The Construction Contractor shall be responsible for completing the works in accordance with the contract requirements, preparing turnover packages for same and notifying the PMT of readiness to turnover.

5.4 Commissioning Authority (CxA)

Commissioning Authority CxA should validate that the turnover process and TOPs are planned, and implemented to fulfill the Owner Project Requirements

5.5 Commissioning Contractor

Commissioning Contractor is responsible for completing testing and commissioning works in the project.

5.6 Acceptance Team

The Acceptance Team shall undertake a TOP review and walk downs to identify deficiencies in order to establish if the Works are complete in accordance with the planned TOP and contract requirements. This includes the review of project records, including as-builts and testing & commissioning records. The Acceptance Team is also responsible for the closeout of Exception Items from the Entity's side.

5.7 Entity Project Management Organization (EPMO)

The EPMO is responsible for the delivery of the project.

5.8 Entity Operations

Entity Operations designates the Custodian for the completed project and authorizes him to receive the turned over facilities on behalf of the Entity.

5.9 Entity Document Management Department (EDMD)

The EDMD shall receive and archive turnover packages (TOP) including project record documents.

5.10 Custodian

The Custodian shall be responsible to ensure that arrangements, including required insurances, are in place for the operation, maintenance, repairs, safety and security of the work turned over.



5.11 Custodial Contractor

The Custodial Contractor(s) shall be responsible for the operation, maintenance, repairs, safety and/or security of the work turned over, in accordance with the scope of work for the contract.

6.0 GENERAL REQUIREMENTS

6.1 Handover of Spare Parts

The process for the handover of the spare parts from the Construction Contractor to the Entity's operational team is included in EPM-KTC-PR-000002 - Project Turnover of Spare Parts Procedure.

6.2 Training of Operational Personnel

Training of Entity personnel, operational staff and/or Custodial Contractor is outlined in EPM-KTC-PR-000003 - Project Operations Training Procedure.

The related training occurs prior to turnover of that particular portion of the completed works. Thus the coordination of training and turnover schedules needs to be ensured by the Construction Contractor and then monitored by the PMT.

6.3 Final Cleaning

PMT shall ensure that the Construction Contractor undertakes final cleaning prior to handover of the facility/work concerned. Specialized cleaning for specific units of work shall be as specified in the various technical specifications and/or as recommended by the manufacturer, and then incorporated into the O&M Manuals.

Lack of skilled cleaning specialists and appropriate cleaning materials and equipment can impact the ability to undertake the construction clean and final cleaning, with a resulting delay to Acceptance Team walk downs and handover. Likewise, damage to the works can occur from unskilled workers using inappropriate cleaning means and methods.

6.4 Handover of Keys

The process for the handover of keys shall be fully described in the technical specifications for the door hardware, with appropriately sized key storage being provided. In some cases, due to Entity or other agency security requirements, the Construction Contractor does not handle the final lock cylinders and keys. These are shipped directly to the Entity for installation. The PMT shall ensure that Entity Operations is aware of the roles & responsibilities related to these works.

6.5 Handover of Databases, Software and Passwords

The technical specifications for the project may require the Construction Contractor to supply and install databases and/or software, which is then turned over to Entity Operations. Due to the special nature of this project deliverable the PMT shall ensure that special procedures are developed in conjunction with Entity Operations for the turnover of any databases, software, and associated licenses and passwords.

6.6 Beneficial Occupancy

Occasionally an Entity may wish to use a facility or a portion of the project prior to the Initial Acceptance of the work concerned, as outlined in the construction contract. This situation is to be avoided when possible, due to the disruption it introduces in to the project. Nonetheless, the process for the Entity taking Beneficial Occupancy prior to Initial Acceptance is outlined in EPM-



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KCC-PR-000003 - Project Construction Completions and Turnover Procedure and EPM-KD0-PR-000019 - Preliminary and Final Handover Procedure.

6.7 Defects and Warranties

The process for the identification of Deficiencies (also known as defects) and Exceptions by the Acceptance Team is outlined in EPM-KCC-PR-000003 - Project Construction Completion and Turnover Procedure.

The relationship between Deficiencies, Initial Acceptance, Exceptions, Final Acceptance and warranty commencement can vary in different contract agreements. (Terminology for these steps can also vary in different contract agreements). In some cases the defects liability period and warranty period run concurrently, after Initial Acceptance. In other cases the warranty period may start after Final Acceptance, for example. PMT shall ensure that the defects and warranty requirements are clearly stated in the contract documents and a warranty log is available at turnover. The Entity shall designate a warranty administrator.

6.8 Verification and Adjustment Activities After Initial Acceptance

The Construction Contractor continues to rectify deficiencies/exceptions after Initial Acceptance. It is also normal for some verification and adjustment activities to occur after occupation of the facility. In some cases, this is because systems need to be “loaded up” by actual occupant use, seasonal weather cycles, etc. in order to assess actual performance & behavior, and make system adjustments accordingly.

Examples of these types of activities include:

- Seasonal HVAC Testing & Commissioning
- Assessment of actual building performance in order to fulfill certain LEED requirements
- Single phase load balancing and harmonic correction
- Thermal scanning of electrical system during peak loads
- Assessment and resolution of wireless network congestion points

Aspects of the above are addressed in EPM-KT0-GL-000003 - Project Testing & Commissioning Guideline.

These activities sometimes are not undertaken, with a resulting decreased performance of the facility through its life cycle. The PMT shall ensure that any such requirements specified in the contract documents are fulfilled by the Construction Contractor and verified by the A/E Consultant prior to Final Acceptance.

6.9 Maintenance After Initial Acceptance

Equipment specification sections commonly require that the Construction Contractor provide service and maintenance of equipment components for a specified period from the date of Initial Acceptance or (Final Acceptance) of the completed works. It is recommended that the PMT, Construction Contractor and Entity Operational Team or (Custodial Contractor) jointly develop the procedures to be followed to undertake this maintenance as part of the turnover process.

6.10 Permission to Occupy Completed Works

Permission to occupy a completed facility is obtained from the authority having jurisdiction, often this is the civil defense entity or the government entity issuing the building permit for the project. However, how this permission is obtained in practice varies widely depending on location, the nature of the project and the entity itself. The required permits and permissions necessary to complete and operate a facility need to be fully identified early in the project process. Which party is responsible to obtain each permit and permission, including permission to occupy and use a facility, must be clearly defined.



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Once the construction contract is awarded, the detailed steps required to fulfill the requirements of these permits/permissions need to be understood by all responsible parties and then tracked. Actions required and the actioners should be identified. Early collaboration between the Construction Contractor, A/E Consultant, and PMT on this is required. The PMT should hold periodic status meetings to ensure that progress is being made to resolve open issues.

6.11 Preparing for Turnover of Project Records

The overall project records subject to turnover to the EDMD via the ECMS are determined through a process outlined in EPM-IRR-PR-000001 - Project Records Retention and Turnover Procedure. A project-specific Project Record Retention and Turnover Matrix (RRTM) is developed at the beginning of the project.

Planning for the logistical requirements of document turnover should be addressed early on in the project life cycle in order that the correct arrangements for transfer, archiving and storage are in place. It is also important that this planning includes the turnover of databases, software and associated licenses and passwords as these often require specific arrangements to be in place.

7.0 TURNOVER PROCESS

The process of turnover starts from the early stages of the project starting with:

7.1 Initial Planning Stage

During this stage EPMO defines the turnover strategy involving in the process the entity operation and their custodian addressing the following questions:

- Is the facility to be handed over on a system basis, a building completion basis, a total facility completion basis, or a combination of the three?
- If the facility is handed over system-by-system, how many are required and in what sequence are they to be completed?
- What is the turn over sequence of the completed facility; Is there going to be a series of completion milestones before there is overall Initial Acceptance?
- What information/records are to be provided in system completion packages?
- What types of deficiencies, if any, will Entity Operations accept as open on the exceptions list (punchlist) at time of system/facility turnover?

7.2 Tender of Design Stage

During this stage the formulated turnover strategy is going to be included in the bidding documents and ultimately in the scope of the selected designer.

7.3 Design Stage

During this stage the designer will define the turnover packages (TOPs) of the project (refer to section 8) in line with the turnover strategy and the design development.

At the completion of this stage, the designer is expected to turn over the designed TOPs to the EPMO or whomever is designated by the EPMO to receive the packages (e.g. construction contractor, PMT, Owner Rep. etc.)

The turnover strategy may be updated if deemed necessary in the light of the design development.



7.4 Tender of Construction Stage

During this stage the turnover strategy and the defined turnover packages by the designer shall be explained and defined in the bidding documents of the construction contractor and ultimately become part of his scope.

7.5 Construction Stage

During this stage the construction contractor will:

- ✓ Receive the designed TOPs
- ✓ Prepare the project turnover schedule integrated with the overall project schedule.
- ✓ Execute the defined turnover packages (TOPs) of the project (*refer to section 8*)

Turning over the completed works encompasses the transfer of responsibility for care, custody of the completed construction work from the Construction Contractor to the EPMD or whomever is designated by the EPMD to receive the packages (e.g. commissioning contractor, PMT, Owner Rep. etc.) that is in case they are not the same contractor of the project. If the two roles are with the same contractor, then the contractor will proceed conducting the next stage.

7.6 Testing and Commissioning Stage

During this stage the contractor will:

- ✓ Receive the construction's TOPs
- ✓ Update the project turnover schedule integrated with the overall project schedule.
- ✓ Execute the defined turnover packages (TOPs) of the project (*refer to section 8*)
- ✓ Initiate request to the acceptance team to accept the project.

The Entity Operation's Custodian shall ensure that arrangements are in place to receive the completed facility, in accordance to the O&M strategy and plan.

Upon the project acceptance by the acceptance team, the commissioning contractor in line with the turnover strategy will start turning over to the Entity operation's designated Custodian. The PMT shall hold periodic status meetings to ensure that progress is being made to resolve open issues.

This turnover of completed works to the Entity, is undertaken after a process of:

- ✓ walk downs for initial acceptance
- ✓ deficiencies/punch list identification
- ✓ Exception list (outstanding works) identification and acceptance by acceptance team to proceed to next stage.

In rare cases a facility may be placed into immediate use by Entity Operations by taking Beneficial Occupancy.

7.7 Handover and Closeout Stage

During this final stage of the project,

- ✓ Closing all Exception list (outstanding works).
- ✓ Perform post occupancy testing & commissioning
- ✓ conduct final walk downs
- ✓ Issue Final Acceptance certificate

8.0 TURNOVER PACKAGES (TOPs)

Turnover Packages (TOPs) are deliverables expected of the project produced, executed and transferred between different stakeholders at the end of their designated stage.



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The EPMO shall ensure that relevant turnover packages with its records are maintained and turned over. Additional turnover packages of project records shall be provided to a) the Custodian and b) any third party entities receiving a portion of the works.

Recommended content for these turnover packages described in this section - in all cases the EPMO is to coordinate with the Custodian or (receiving entity, in the case of a third party) in order to confirm the specific requirements prior to turnover:

In case the project turnover consists of several turnover packages (TOPs) then a boundary limit must be clearly defined both physically and on relevant documents and drawings for every turnover package, this definition can be started in the design stage based on the turnover strategy defined.

Main steps that can be used for boundary limit identification:

- ✓ Utilize the Project master Layout to highlight the boundary limit for each TOP.
- ✓ Each TOP then must have its own layout to showcase all component within that boundary limit.
- ✓ All types of systems and equipment interconnections (Mechanical, Electrical, etc.) between TOPs are considered in order to define the boundary
- ✓ Every component within a TOP if interconnected with another TOP then must clearly defined if the interconnection will be owned to the said TOP or to the other one connected to so that confusion is avoided for the roles and responsibility prior and post turnover.
- ✓ On site Lock out tag out must be utilized for every TOP once its ready for delivery to establish ownership and avoid unwanted interferences.

A sample checklist for Turnover Packages for systems and equipment, together with other project records to be turned over by Construction Contractor to Entity, is provided in EPM-KTC-TP-000001 - Contractor Project Records Retention and Turnover Matrix (**Attachment 1**).

A sample checklist for project records to be turned over by PMT (or EPMO, if no PMT) to Entity is provided in EPM-KTC-TP-000006 - Project Management Team (PMT) Project Records Retention and Turnover Matrix (**Attachment 2**).

8.1 Turnover Packages (TOPs) Approach:

The turnover packages approach shall be implemented in alignment with the project stage gate procedure and the national project manual.

If the project is expected to be handled by different parties through the project stages like utilizing the Design Bid Build project delivery method, then the following turnover packages are expected:

- Design TOPs [From the designer to the construction contractor]
- Construction TOPs [From the construction contractor to the commissioning contractor]
- Commissioning TOPs [From the commissioning contractor to the owner or end user]

If on the other hand it is expected that the project will be handled mostly by one party like the design build approach, then Commissioning TOPs [From the Construction/commissioning contractor to the owner or end user] shall be utilized.



8.2 Turnover Packages (TOPs) Through Project Stages:

8.2.1 Design TOPs:

The design TOPs is related to the design stage gate, it is expected that the designer [AE] and in line with Volume 6 chapter 6 "Project Submission Standards and Requirements" Document No. EPM-KE0-GL-000015 and "Engineering Close Out Procedure" Document # EPM-KE0-PR-000004 will turnover once completed the Design TOPs in line with project turnover strategy.

- Utilize the following templates:
 - "Design Turnover Certificate Template" document Attachment 3
- Expected Design TOPs main content:
 - Design Basis Report
 - Design Review Reports
 - Design Guidelines
 - Applicable Standards and Codes
 - Typical Construction Detail Drawings
 - Design Packages stamped with issued for construction [IFC]
 - TOP boundary limit definition and boundary marked up drawings

8.2.2 Construction TOPs

The construction TOPs is related to the construction stage gate; it is expected that the construction contractor once completed the construction TOPs in line with project turnover strategy.

- Utilize the following templates:
 - "Project Construction Turnover Certificate Template" document EPM-KCC-TP-000008
- Expected Construction TOPs main content:
 - Issued for construction drawings and their red mark ups.
 - TOP boundary limit definition and boundary marked up drawings.
 - Installations Records for all project elements
 - Inspections Records for all project elements
 - Pre-commissioning Test Record for all project elements
 - Factory Acceptance Tests / Site Acceptance Tests Records
 - Energization Notice [Refer to attachment 4]
 - Non-Conformance Reports
 - Outstanding works list and Deficiency List
 - Punch list [EPM-KCC-TP-000010 - Project Construction Punchlist Form Template]

8.2.3 Commissioning TOPs

The Commissioning TOPs is related to the Testing and Commissioning stage gate, it is expected that the contractor will complete the functional testing and commissioning of every component of the project to make it ready for the initial handover to the Entity operation's designated Custodian in line with project turnover strategy.

- Utilize the following templates:
 - "Project Construction Initial Acceptance Certificate Template" Document # EPM-KCC-TP-000007
 - "Project Construction Initial Acceptance Checklist Template" Document# EPM-KCC-TP-000004"



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- “Initial Acceptance Exceptions List Template” Document # “EPM-KCC-TP-000006”
- Expected Commissioning TOPs main content:
 - Initial Acceptance Certificate with exception items, if applicable
 - As-Built drawings
 - Facility Data Sheet
 - Equipment/Material Acceptance Certificate
 - Final Testing Records of every TOP
 - Commissioning Records of every TOP
 - Startup Records if applicable
 - Energization Certificates
 - Completed Outstanding works list and Deficiency List
 - Spare parts List
 - Consumable List
 - O&M Manuals
 - O&M Training Records
 - Equipment Warranty List
 - Project Record Book

9.0 ATTACHMENT

1. EPM-KTC-TP-000001 - Contractor Project Records Retention and Turnover Matrix Template
2. EPM-KTC-TP-000006 - Project Management Team (PMT) Project Records Retention and Turnover Matrix Template
3. EPM-KT0-TP-000064 - Design Turnover Package Certificate Template
4. EPM-KT0-TP-000063 - Energization Certificate Template




Attachment 1 - EPM-KTC-TP-000001 - Contractor Project Records Retention and Turnover Matrix Template

<div><div>Contractor Project Records Retention & Turnover Matrix Template</div></div>				Rev	Date	By	Chk	Rvd	App	Aut	Description
				XXX	DDMMYYYY						Issued for XXX
				Initial							
Document Description	Retention Code	Responsible Department	Comments	Contractor Retention Requirements			Requirements			Contractor Turnover to Entity	
				Hard Copy Originals	SOFT COPY	Retention Required	Hard Copy Originals	SOFT COPY	Retention Required	Hard Copy	Retention Required
1.0 Project Management Documents											
Contract Copy		Project Management		ü	ü			ü			
All Specifications received from EPMO/PMT		Project Management		ü	ü	Final Rev		ü	Final Rev		
All Other Contract documents received from EPMO/PMT		Project Management		ü	ü	Final Rev		ü	Final Rev		
Approved Change Orders		Project Management		ü	ü	Final Rev		ü	Final Rev		
EPMO/PMT Conference Notes and Meeting Notes		Project Management		ü	ü			ü			
Letters Issued to PMT		Project Management		ü	ü			ü			
Letters Received from PMT		Project Management		ü	ü			ü			
Letters to A/E Consultant		Project Management		ü	ü			ü			
Letters from A/E Consultant		Project Management		ü	ü			ü			
Other Letters Issued		Project Management		ü	ü			ü			
Other Letters Received		Project Management		ü	ü			ü			
Internal and external email communication		Project Management		ü	ü						
Interoffice Memoranda		Project Management		ü	ü						
Photographs, Negatives & Video (Logs maintained by DC)		Project Management		ü	ü			ü			
Project Organization chart		Project Management		ü	ü			ü			
Project Team CVs		Project Management		ü	ü			ü			
Project Execution Plan		Project Management		ü	ü	Final Rev		ü	Final Rev		
Project Specific Procedures		Project Management		ü	ü	Final Rev		ü	Final Rev		
Project Presentations		Project Management		ü	ü	Final Rev		ü	Final Rev		
Correspondence with General Entity		Project Management		ü	ü			ü			
Document and Data furnished by Entity, such as Entity Design		Project Management		ü	ü			ü			
Other Document and Data furnished by Entity for information and		Project Management		ü	ü			ü			



Attachment 2 - EPM-KTC-TP-000006 - Project Management Team (PMT) Project Records Retention and Turnover Matrix Template

<div><div>EXPRO إدارة الإنفاق والالتزامات Expenditure Efficiency & Projects Authority</div></div> <div>Project Management Team (PMT) Project Records Retention & Turnover Matrix Template</div>				Rev	Date	By	Chk	Rvd	App	Aut	Description
				xxx	dd/mm/yyyy						Issued for xxxxx
				Initial							
Document Description	Retention Code	Responsible Department	Comments	PMT Retention Requirements			PMT Turnover to Entity Requirements				
				HARD COPY Originals	SOFT COPY	Version Required	HARD COPY Originals	SOFT COPY	Version Required		
1.0 Project Management Documents											
Client Conference Notes and Meeting Notes		Project Management		✓	✓			✓			
Approved Change Orders		Project Management		✓	✓	All Revs		✓	All Revs		
EPMO/PMT Conference Notes and Meeting Notes		Project Management		✓	✓			✓			
Letters Issued to Client		Project Management		✓	✓			✓			
Letters Received from Client		Project Management		✓	✓			✓			
Letters to A/E Consultant		Project Management		✓	✓			✓			
Letters from A/E Consultant		Project Management		✓	✓			✓			
Other Letters Issued		Project Management		✓	✓			✓			
Other Letters Received		Project Management		✓	✓			✓			
Internal and external email communication		Project Management			✓						
Interoffice Memoranda		Project Management		✓	✓						
Photographs, Negatives & Video (Logs maintained by DC)		Project Management		✓	✓			✓			
Project Organization chart		Project Management		✓	✓			✓			
Project Team CVs		Project Management		✓	✓			✓			
Project Execution Plan		Project Management		✓	✓	Final Rev		✓	Final Rev		
Project Specific Procedures		Project Management		✓	✓	Final Rev		✓	Final Rev		
Project Presentations		Project Management		✓	✓	Final Rev		✓	Final Rev		
Correspondence with General Entity		Project Management		✓	✓			✓			
Document and Data furnished by Entity, such as Entity Design Standards, Study Packs, Toolkits, etc. per Contract Requirement		Project Management		✓	✓			✓			
Other Document and Data furnished by Entity for Information and Use		Project Management		✓	✓			✓			
CDs from Entity for Contractual Deliverables or Information/Use		Project Management		✓	✓			✓			
Insurance Policies/Warranties		Project Management		✓	✓		✓	✓			
Letters Issued to Contractor		Project Management		✓	✓			✓			





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Attachment 3 - EPM-KT0-TP-000064 - Design Turnover Package Certificate Template

DESIGN TURNOVER CERTIFICATE																																							
Designer:		CONTRACT No.																																					
TITLE:		COMPLETION/ACCEPTANCE NODE:																																					
WILL THIS TURNOVER COMPLETE THE CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	TURNOVER DATE: DD / MM / YY	CORRESPONDING TO: DD / MM / YY																																					
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ENGINEERING DEPARTMENT:																																							
CONTRACT'S REPRESENTATIVE:																																							
PROJECT MANAGER:																																							



Project Turnover of Facility/Infrastructure Procedure

Attachment 4 - EPM-KT0-TP-000063 - Energization Certificate Template

Energization Notice																																			
CONSTRUCTION CONTRACTOR:		CONTRACT No.																																	
TITLE:		COMPLETION/ACCEPTANCE NODE:																																	
Is it safe to energize this Equipment? [refer to checklist attachment 7] <input type="checkbox"/> YES <input type="checkbox"/> NO	ENERGIZATION DATE: DD / MM / YY	CORRESPONDING TO: DD / MM / YY																																	
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